

Joseph Strickland

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Accomplishments:

- Over four years of experience performing business analytics and HR Generalist duties for faith-based organizations and education; managing complex data and financials, organizing contacts, process creation, training personnel, and preparing both documentation and presentations.
- Tasked with maintaining records for \$85 million in textbooks. Produced precise inventory numbers, reducing errors in inventory by 20% and ensuring there were no losses in inventory.
- Reduced potential waste in shipping cost for the school district by several thousand dollars by reviewing computer-generated reports for warehouse management and providing suggestions for inventory re-orders and transfers between district locations
- Spearheaded project to revise policy manual to reflect enhanced church policies. Increased accuracy by 25%. Lead project meetings with leadership and effectively communicated the recommend revisions of current policy.
- Slashed record keeping processing time by 60% and reduced annual cost by \$3000 by implementing new record keeping strategy. This was achieved by acting with discretion to transfer all hardcopy HR files, personnel files, contracts, and related proprietary information to a secure shared drive.
- Increased accuracy by 30% and saved leadership an average of three hours a week by streamlining record keeping strategy for tracking employee sick, personal, and vacation leave time.
- Created and distributed weekly tithe & offering reports to a congregation of 6,500 members.
- Reduced time spent on inventory by 50% implementing barcoding system for 1,200,000 textbooks and over several thousand titles. Improved efficiency of record keeping and reduced processing time.
- Supported growth of the warehouse team through new hire training. Grew the team by 100%.
- Crafted solutions and recommendations to the technology department for application improvement and development. This increased productivity by 50% and resulted in system improvements thus maximizing ease of use for the textbook department. Reduced number of inventory tracking systems from two to one and slashed operating cost by 50%.
- Implemented new record service, ACS Realm. Spearheaded side project for ensuring both systems were not charging the same account for reoccurring payments. This ensured there were no double charges.

Core Strengths:

- HR Generalist administrative support in onboarding/training, personnel file management, process creation, timesheet processing, and payment processing.
- Customer service focused. Great ability to handle questions from employees and customers.
- Dedicated team player, placing team success above personal advancement.
- Attention to detail, with emphasis on accuracy and performance ensuring task are completed correctly the first time.
- Master of data management and analysis. Attention to detail in reports and data collection.
- Accurate contract management and compliance.
- Proficient in Microsoft Office: Excel, Word, PowerPoint, & Outlook.
- Advanced Proficiency in Excel specializing in database development and data management.
- Analytical mindset with strong penchant for numbers and data analysis
- Problem solving abilities with strong ability to create new processes and improve efficiency in both Human Resource systems and business data analysis.
- Strong affinity for acquiring new skills necessary to advance in the workplace environment.

Professional Experience:

Facilities/Grounds

Oct. 2019 – Mar. 2020

North Cobb Christian School – Kennesaw, GA

- Responsible for upkeep of school property & athletic facilities, athletic event preparation, and maintenance for facility equipment

Field Services Technician Intern

Feb. 2019 – Jul. 2019

Cobb County School District – Marietta, GA

- Provided tech support on hardware, networking & applications, installations, and upgrades for software/hardware at the schools.

Business Analyst & HR Generalist

Mar. 2018 – Dec. 2018

Roswell Street Baptist Church – Marietta, GA

- Data analysis, budgeting, record keeping, administrative support, maintaining personnel files, onboarding, payment processing, and policy revision.

Contractor

Mar. 2017 – Oct. 2019

Georgia Commercial Casework – Acworth, GA

- Business management development administrative support in conjunction with home and commercial construction services

Warehouse Assistant

Aug. 2012 – Aug. 2015

Cobb County School District – Kennesaw, GA

- Responsible for maintaining inventory, textbook processing, warehouse organization, report generation, and new hire training.

Education:

Mississippi State University

Bachelor of Science in Interdisciplinary Studies – Business, Economics, & History

Graduated 2016

Volunteer Work:

Samaritan's Purse

Calhoun, GA tornado debris cleanup efforts

2011

Nashville, TN post-flood home rebuilding efforts

2010

Atlanta, GA post-flood home rebuilding efforts

2009