



JOSH VALDEZ

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Skills

- Have a background of customer service, teaching, gymnastics/tumbling
- Performing/public speaking, warehouse and production work
- Multi-tasker Type 75+ wpm
- Personable Detail Oriented
- Self Motivated
- Experience with Microsoft Office
- Experience Using Quickbooks/Accounts Receivable
- Training and Management Experience
- Accounts Receivable
- Detail Oriented
- Public speaking
- Fast Learner
- Self Motivated
- Teaching/Training

Experience

- Sr. Hospital Privilege Coordinator** 11/2015 - Current
CompHealth | Midvale, UT
I work with physicians and assist them in the credentialing process to obtain privileges at hospitals. This helps the physician to be able to provide service (locum tenens) to hospitals in need of coverage, and therefore ensuring that patients needing healthcare are able to be seen and taken care of.
- Warehouse/Office Manager** 04/2013 - 11/2015
MediaFast | American Fork, UT
Managed everything going in and out of the warehouse, managed inventory, and made deliveries and pickups. I also did other office duties such as accounts receivable, some sales, and training.
- Department Head/Boys Program** 02/2013 - 04/2016
Jump Up Gymnastics | Lehi, UT
Lead the boys gymnastics program by creating schedules and lesson plans, hiring coaches, training, and organizing competitions.
- Packaging/Printing** 06/2010 - 11/2012
Digital Works | West Valley, UT
- Volunteer Coordinator/Production Assistant** 06/2009 - 07/2016
Baruch/Gayton Productions | Provo, UT
Production assisting, as well as recruiting and coordinating 200+ volunteers to participate in many different roles for the Stadium of Fire event in Provo, UT.
- Gymnastics Instructor** 06/2006 - 03/2010
Lehi Legacy Center

Education and Training

- Bachelor of Science:** Theatre Performance 2015
Utah Valley University | Orem, UT
- Coding Bootcamp-Web Development 2019
University of Utah | Salt Lake City, UT, United States