

# Joshua

## Permanent Address

3200 Student Activities Building  
515 E. Jefferson Street  
Ann Arbor, MI 48109-1316

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## EDUCATION

**University of Michigan, Ann Arbor**  
Senior – Graduating in April 2004  
Major: Economics  
GPA: 3.1 / 4.0

## GOAL

To find a job where I can utilize my Business and Economics training in a business environment.

## INTERNSHIPS

**Youth Owned Records(1 day/week)** **Ann Arbor, MI**  
*Intern/Volunteer for recording company* *Sept. 2002 – Dec 200 2*

- Gave advice on day to day decisions.
- Gained experience in marketing, music law, and show promotion.

**The Holland Group Inc. (40 hours/week)** **Holland, MI**  
*Intern - Business Analyst Assistant* *May – June 2001*

- Analyzed SAP data, which aided senior analysts in generating reports.
- Did research and reports in Finance (FI) and Sales & Distribution (SD) areas.

## SUMMER/PART TIME

**Wal-Mart (40 hours/week)** **Mansfield, NJ**  
*Customer Service Rep.* *June – Aug. 2002*

- Assisted customers with any questions or shopping needs.
- Operated the cash register.

**County Trading Post (50 hours/week)** **Hackettstown, NJ**  
*Delivery/Customer Service Rep.* *July – Aug. 2001*

- Assembled, delivered, and installed appliances.
- Dealt with customer issues and problems with appliances on a daily basis.

**Shop Rite (25 hours/week)** **Mansfield, NJ**  
*Cashier/Customer Service Rep.* *June 1998 – Feb. 1999*

- Handled various financial transactions (cash, credit, etc.) in a high volume sales environment.
- Assisted with customer conflict-resolution situations.

**Heath Village (30 hours/week)** **Hackettstown, NJ**  
*Senior's Center Worker* *Oct. 1997 – Dec. 1997*

- Assisted senior citizens.
- Aided in kitchen and cleaning work.

**Well Sweep Herb Farm (10-40 hours/week)** **Port Murray, NJ**  
*Horticulturalist's Assistant* *June 1997 – Aug. 2002*

- Prepared gardens for tours and other special viewings.
- Learned skills such as making topiaries, taking cuttings, and trimming bonsai trees.

## SKILLS

Basic accounting, Netscape, Internet Explorer, Microsoft Office (Excel, Power Point, Word), SPSS Statistical Software

## ACTIVITIES

Brazilian Jiu Jitsu and Weightlifting