

# Joe Young, III

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## Summary

- 6+ years Management/Supervisory Experience
- 6+ years volunteer Treasurer for Preschool, Church and Nonprofit Organization
- Proficient with MS Office (Word, Excel, PowerPoint), & Banner
- Strong written and oral communication skills
- Excellent organizational skills
- Customer service-oriented

## Education

Master's Degree in Business Administration

*Washington State University, Pullman, WA*

B.S. Degree in Business Administration

A.S. Degree in Computer Science

*Union College, Lincoln, NE*

## Career History and Accomplishments

*Manager of Student Accounts*

7/26/2018 to present

Montana State University, Bozeman, MT

- Supervise 5 full-time staff
- Maintain compliance with department policies & procedures
- Conduct performance reviews
- Reconcile accounts and statements

*Coordinator, BAS Business Management Program*

7/21/2014 to 7/13/2018

Yakima Valley College, Yakima, WA

- Serve as main point of contact for students, staff and faculty
- Prepare applications for selection committee
- Advise and monitor progress of students
- Maintain and update records

*Store Manager*

General Nutrition Center, Yakima, WA

10/9/2012 to 7/18/2014

- Hired, trained and supervised part time sales associates
- Responsible for merchandising and inventory of products
- Ensured company policies and procedures were adhered to
- Provided great customer service while achieving sales goals

*Office Manager*

8/21/2009 to 6/15/2012

Alpine Christian School, Rockford, IL

- Received payments, provided receipts and statement billing
- Prepared letters, reports, spreadsheets, and mailings
- Assisted with student registration, and maintained files
- Ordered textbooks and classroom supplies

*Director of Environmental Services,*

9/6/2005 to 6/30/2008

Washington Odd Fellows, Walla Walla, WA

- Directed a crew of 20+ full time employees at retirement home
- Prepared work schedules, and ensured sufficient staffing
- Ordered supplies, maintained inventory and equipment
- Responded to resident concerns and requests

*WorkSource Specialist*

8/1/1998 to 6/30/2005

Employment Security Department, Walla Walla, WA

- Provided a range of employment services at satellite office located on community college campus
- Contacted employers to solicit job listings, promote agency services, and develop specific openings for special clients
- Received customer service awards for high scores in mystery shopper program
- Participated in development of new statewide database