

Joshua Barnes

541.444.5555 | jbarnes@gmail.com | linkedin.com/in/jbarnes

EDUCATION

Bachelor of Science in Communication

Apr 2020

Brigham Young University-Idaho (BYU-Idaho)

Rexburg, ID

- Emphasis in Strategic Organizational Communication
- President and Vice President of Organizational Consulting Society
- Relevant coursework: Human Resource, Visual Media, Professional Writing, Organizational Principles, Microsoft PowerPoint, Interpersonal Theory, Public Speaking

WORK EXPERIENCE

Project Assistant/Career Preparation Mentor

May 2018 to Present

BYU-Idaho Career Services

Rexburg, ID

- Trained groups of 20-30 university students twice a week on successful job hunting techniques
- Designed, revised, and improved training materials, PowerPoint presentations, and handouts using Microsoft Office programs that were used for website, department, and campus-wide distribution
- Exceeded supervisor's expectations by initiating projects and ensuring consistency in the office while handling constantly changing procedures and deadlines

Package Handler

Aug 2017 to May 2018

United Parcel Service

Rexburg, ID

- Trusted to handle a high demanding situation, as a result of strong interpersonal skills and meticulousness, during early morning package loading procedures

Communication Intern (Virtual)

May 2017 to Aug 2017

United Potato Growers of Idaho

Blackfoot, ID

- Researched and wrote articles for monthly newsletters and two magazines about crucial practices for grower's success while meeting tight deadlines
- Constructed, prepared, and edited handouts for UPGI executives and Idaho potato growers to assist them in farming procedures and decisions
- Created Microsoft Excel spreadsheets to track budget and client information

VOLUNTEER EXPERIENCE

Career Workshop Instructor

Jan 2017 to Apr 2017

Employment Resource Center

Auckland, New Zealand

- Interviewed local businesses concerning successful job hunting practices and compiled information into a training manual
- Created, coordinated, and taught interactive seminars, employment workshops, and motivational talks for over 500 individuals
- Initiated improvement projects to tailor information to the needs of local population

Team Lead

Sep 2016 to Jan 2017

BYU-Idaho New Student Orientation

Rexburg, ID

- Facilitated meaningful and quality experiences with parents through managing information booths and conducting tours
- Ensured smooth operation for the organization of humanitarian service projects through attention to detail

Full-time Missionary

Aug 2014 to Aug 2015

The Church of Jesus Christ of Latter-day Saints

Birmingham, England

- Gained appreciation for people of various cultures, nationalities, and circumstances while teaching, leading, and serving 60-80 hours per week