

Joshua A. Ribey



SUMMARY

I am energetic and capable of learning new concepts very quickly. My goal is to achieve continued growth and development through effective leadership of my team.

CAREER HISTORY & ACCOMPLISHMENTS

- Assistant Manager** **Staples - Louisville, KY** *Oct. '10 - Aug. '12*
- **Supervised and trained** all associates and keyholders, assessed individual performance and **formulated development plans** for each associate
 - Effectively **coordinated and managed all store operational activities** and policies, including customer and associate relations
 - Provided significant and timely input of **all personnel issues** at the store
 - **Ensured company standards were met**, including sales goals, store-level earnings goals, presentation requirements, and safety and security standards
 - **Identified action areas for improvement** and delegated tasks efficiently by **setting clear expectations** for associates and managers
- Systems Designer** **Merchants Outlet Mall - Evansville, IN** *June '10 - October '10*
- Created electronic record and maintenance systems for management to monitor employee time reporting and scheduling via intranet
 - **Fully designed and maintained the company web site** and all related marketing materials
- Copy & Print Expert** **Staples - Evansville, IN** *June '06 - Sept. '10*
- Worked with the Copy & Print Center team in a variety of ways, including training team members, **communicating responsibilities effectively and delegating tasks efficiently**, working with the General Manager to increase sales and drive margin, and **delivering the best customer service experience possible**
 - Daily and weekly responsibilities included data entry, customer contacts, keeping supplies and inventory current, and **continuously training/coaching other team members**
- Web Designer** **Culture/Demain - Bloomington, IN** *Aug. - Dec. '07*
- Highly experienced in **web design, digital content creation and digital media distribution**
 - Provided **commercial-quality design** and documentation in addition to **consultation** for web development

TECHNICAL SKILLS

- Proficient in **Microsoft Office Applications**, including Word, Excel, Powerpoint and Publisher
- Knowledge in web technologies, including **HTML, Javascript, CSS, PERL**
- Worked with software **PeopleSoft, AS/400**; helped design and create application interfaces for **Staples Copy Center and EasyTech Services intranet sites**
- **Portfolio of web designs available** upon request

EDUCATION

Wood Memorial High School - Oakland City, IN *May '05*
Graduated with **Academic Honors** Diploma, received **Schmidt Foundation Scholarship** and **Kiwanis Leadership Award**

Indiana University - Bloomington, IN *Aug. '05 - May '08*
Degree progress for Bachelor of Arts in Computer Science

References available upon request.