

Joshua M. Fitzgerald

915 East Drake Road ♦ Fort Collins, CO 80525 ♦ (304) 838-5014 ♦ josh.fitzgerald@live.com

Office Management – Accounting & Payroll

Customer Service ♦ Profit & Loss ♦ Bookkeeping

I enhanced my collegiate career with real world experiences while working my way through school. I have a passion for service and excellence and my ambition is only surpassed by my work ethic. I am seeking a position with a company that is dedicated to service, known for their excellence, recognized for their brand and provides a challenging and dynamic environment of learning and development for their employees.

Qualifications Summary

Bi-Lingual (English & Spanish) ♦ Systems Literate ♦ Quickbooks, Microsoft Office and MAC

Professional Experiences

ALL PROPERTY SERVICES INC. – Fort Collins, CO

Feb 2016 – Present

Office Assistant / Showperson (FT)

Responsibilities Include: Supporting office staff through various clerical duties, assisting Property Managers and Community Association Managers with projects and tasks, Showing properties to prospective tenants and informing prospective tenants of leasing procedures.

POUDRE SCHOOL DISTRICT – Fort Collins, CO

Nov 2016 – Feb 2017

Paraprofessional (FT)

Responsibilities Include: Providing instructional support to high school students, implementing IEPs and other specialized education plans, collaborating with other faculty and staff to meet Colorado and Poudre School District standards and expectations, communicating with parents and guardians about student concerns and progress.

SILVERQUEEN INVESTING LLC – Fairmont, WV

Apr 2012 – Aug 2016

Payroll Assistant / Marketing Manager (FT)

Responsibilities included: Assisting Executive Director with all accounting procedures using Quickbooks, Management of all AP/AR with contractors and suppliers, Processing payroll and taxes bi-weekly for 14 employees, Generating leads through mailing lists and social media outreach, and meeting goals and expectations set by the Executive Director

EDUCATION

B.A. English, Fairmont State University – Fairmont, WV
G.P.A. – 3.5 / Minor in Spanish

LANGUAGES

Spanish – Proficient
Korean - Limited

PROJECTS / INTERESTS

United Way, Housebuilding (Participated in building 18 homes for impoverished residents)
Boy Scouts of America, Eagle Projects (Involved in park renovation and wildlife conservation)
Mountaineer Boys State, Mock Trial
Theater and Music, (Acted in 3 plays; Enjoy playing Piano and Guitar)