

JOSEPH WILLIAM STICKEL  
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## EDUCATION

University of Colorado at Boulder Class of 2010  
*Leeds School of Business*, Bachelor of Science in Business Administration with an Emphasis in Finance

## PROFESSIONAL EXPERIENCE

### **National Ecological Observatory Network**

#### **Contracted through Bolder Staffing (Temp Contract)**

November 2013 – February 2014

##### *Technical Administrator/Item Master Specialist*

- Providing logistical and administrative support to the Procurement and Finance Departments at NEON.
- Reviewing and preparing purchase orders for parts and sub-assemblies.
- Implementing and organizing logistical information into NEON databases.
- Inquiring with vendors on behalf of NEON engineers and scientists.
- Documenting workflow procedures into Microsoft Visio, Excel and Word documents.
- Assisting the Information Technology Department with technical needs.

### **Spectra Logic Inc.**

#### **Contracted through Bolder Staffing (Temp Contract)**

July 2013 - October 2013

##### *Technical Administrator*

- First point of contact for the Spectra Logic's global 24/7 technical support department.
- Ensuring customers receive technical support within their specified service agreement
- Processing new support tickets and answering general inquiries.
- Monitoring the support inbox and passing pertinent information to the appropriate staff members and departments.
- Highly technical environment requiring tech savvy and an ability to quickly learn and adapt.

### **Win the Hunt LLC.**

October 2012 – March 2013

##### *Budget Analyst*

- Managing the product offering of an e commerce website.
- Making product placement decisions based on budgetary and marketing considerations.
- Coordinating with the marketing team to organize special promotions.
- High speed data entry requiring great attention to detail and organizational skills.
- Reviewing financial transactions and creating sales reports.
- Providing technical support to customers.

### **Xilinx, Inc.**

#### **Contracted through Menu Corp (Contract)**

January 2011 – June 2012

##### *Office Manager*

- Providing administrative support to the Facilities Department at Xilinx Inc.
- Processing mailing, shipping and receiving.
- Procuring and stocking office supplies.
- Initiating and organizing vendor services.

### **University of Colorado, ITS Administration**

July 2007 – May 2010

##### *Administrative Student Assistant*

- Answering and redirecting phone calls from customers to CU Boulder faculty and administrative departments.
- Carrying out receptionist duties for the ITS computing center. Duties include distributing mail, signing for packages and general office work.
- Providing efficient and courteous customer service.

## SKILLS

Proficient in Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Visio