

JOSHUA MUNDELL

1000 East High Street Apt. B Waynesburg, PA 15370 | (724) 747-7169 | jmundell@waynesburg.edu

Education

BSBA: Forensic Accounting

04/30/2017

Waynesburg University - Waynesburg, PA

- 3.44/4.0 GPA
- Waynesburg University Football Team Captain (2016-2017)
- Waynesburg University Football Leadership Council member
- Waynesburg University Business Club member
- Volunteer Income Tax Assistant (VITA) Certified
- Coursework in Cost Accounting and Finance
- Graduated April 30, 2017

Skills

- Experienced with several software programs, including Excel, Access Database, Joomla/Drupal 8, and Machform
- Professional
- Strong communication skills
- Thrives in a team environment

Work History

Program Specialist

7/17/2017 to Present

Teaching with Primary Sources (TPS) – Waynesburg University

- Statistical impact result analysis and financial analysis of professional development offerings
- Financial reporting, processing and contract management for TPS Eastern Region grantees
- Analyze grant projects from grant proposals and end of project narratives for final project reporting
- TPS Eastern Region website management and editing via Joomla/Drupal 8
- Compile information and articles for monthly Eastern Region newsletter updates
- Use Machform to enroll participants, create supporting documentation and statistical analysis for the TPS professional development courses
- Utilize mail merge to advertise and communicate TPS events
- Promote TPS items and events via Facebook/Twitter

Assistant Advertisement Director

2/2/2016 to 4/30/2017

The Yellow Jacket Newspaper – Waynesburg University

- Established Internal Controls and a strong chain of command for the division
- Created advertisement and bi-weekly report documents
- Recruited and trained new advertisement employees
- Conducted advertisement sales

References available upon request.