

Josh Wolff

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EDUCATION

THE UNIVERSITY OF TENNESSEE, Knoxville, TN
(Aug. 2003 – Dec. 2007)

- Graduated with a Bachelor's of Science Degree in Communications
- Concentration on Journalism
- Completed classes in Photojournalism, Graphic Design, and Video Production

INTERNSHIPS

SEVIER COUNTY NEWS, Sevierville, TN – Photography Intern
(Oct. 2007 – Mar. 2010)

- Responsible for completing photography assignments on a deadline.
- Responsible for editing and choosing photos to be used on website.
- Responsible for locating stories and news-worthy photographs.

KNOXVILLE VOICE, Knoxville, TN – Photography Intern
(Aug. 2007 – June 2008)

- Responsible for completing photography assignments on a deadline.
- Responsible for editing and choosing photos to be used in publication.
- Responsible for completing multiple assignments a week.
- Responsible for locating stories and news-worthy photographs.

WORK EXPERIENCE

CATALYST, Knoxville, TN – Trade Partner Support Specialist at Whirlpool
(April 2010 – Present)

- Responsible for analyzing and interpreting problems and devising solutions.
- Receives phone calls from Trade Partners to place orders and settle disputes.
- Developed skills in excellent customer service.

KIMBERLY-CLARK, Knoxville, TN – Temporary Order Settlement Specialist
(June 2009 – April 2010)

- Responsible for completing multiple tasks during the day.
- Responsible for generating Invoices, and working invoice deductions.
- Provided assistance with Pricing and Shipping Discrepancies found on Invoices.
- Developed skills in accounting and general office tasks.

BEST BUY, Knoxville, TN – Digital Imaging Specialist
(Oct. 2008 – Jan. 2009)

- Responsible for completing multiple tasks during a shift.
- Responsible for selling camera's and camera accessories.
- Improved skills in Customer Service.

TARGET, Knoxville, TN – Front End Customer Service (cashier/service desk)
(Nov. 2003 – Oct. 2008)

- Responsible for completing multiple tasks during a shift.
- Answered guest questions and maintained a clean, great-looking store.
- Developed skills in excellent customer service and time management.

COMPUTER KNOWLEDGE

- Windows XP, MAC OS, Microsoft Office (Word, Excel, PowerPoint, etc.)
- Adobe Photoshop CS4 , Adobe InDesign CS2, Adobe Lightroom, Soundslides, Final Cut Pro, Audacity
- Basic knowledge of HTML and Adobe Dreamweaver software.
- SAP, Mediator, ARM, Clarity