

Joshua Fritch

JoshuaJFritch@gmail.com | (360)624-0013 | 4404 Clearwater Dr. se, Lacey, Wa 98503

Experience

The Evergreen State College—*Office assistant to the President and Executive Vice President*

Assisted the President and Vice President of Evergreen with information processing, creating efficient systems of authorization using AI, fielded questions and incoming phone calls from outside sources

May 2023- Present

Olive Garden, Olympia, Wa— *Server*

Managed a 4 table section where I consistently had some of the highest add-ons in the restaurant, consistently well reviewed on customer satisfaction surveys

November 2021- February 2023

Cardinal Tempered Glass, Chehalis, Wa — *Tempered Glass Technician*

Oversaw all technical functions of operating the production line through the use of several computer monitors that controlled vital facility wide functions

July 2020- AUGUST 2021

American Behavioral Health Systems, Chehalis, Wa— *Security Worker/ Medline Specialist*

Monitored the safety and care of clients in a mandatory drug rehab facility and specialized in the distribution and control of prescription drugs to the clients who required them

NOVEMBER 2019- APRIL 2020

Skills

I am adept with computer skills including MS Office suite, power automate, data entry, and POS systems, I also bring excellent communication, leadership and conflict resolution

Education

SEPTEMBER 2011- JUNE 2015

Currently attending Evergreen State College, on track to graduate by 2025, Masters in literary arts and writing