

Joshua Provo

Dallas, TX

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Authorized to work in the US for any employer

Work Experience

Concierge+

Galleria Dallas - Dallas, TX

July 2019 to January 2020

- Assisting guest with a variety of services ranging from bell cart runs, transportation arrangements, golf tee times, and dinner reservations.
- responding swiftly to phone calls, texts , and emails via Alice software.

Fine Dining Server

The Little Village - Baton Rouge, LA

November 2017 to June 2019

- * Extensive comprehension of menu items including unique knowledge wine and pairings
- * Inform customers of daily specials and provide insight on inquiries regarding different menu items
- * Responsible for closing weekday lunch shifts by ensuring all closing duties are completed to standard

Show Host and Organizer

Barcadia - Baton Rouge, LA

2018 to December 2018

- * Created and organized weekly open mic comedy show featuring an average of 18 comedians per week
- * Marketed show and engaged local community via popular social media such as Instagram, Facebook
- * Gained knowledge of sound equipment, set up, dismantling; and responsible for show set up
- * Managed schedule of show each week including timing of comedians, intermissions, set up & clean up

Prepared Foods Team Member

Whole Foods Market - Baton Rouge, LA

October 2017 to September 2018

Prepared Foods Team Member

- * Served as a prepared foods team member in the kitchen, preparing and presenting fresh foods daily
- * Received thorough barista training and applied skills gained to serve as a barista in the coffee bar, in addition to preparing fresh smoothies & juices

Cycle Clerk / Camp Director

Brec Perkins Road Skatepark - Baton Rouge, LA

May 2013 to September 2017

- * Promoted to Skate Camp Director after serving as a Camp Counselor multiple years, responsible for managing and educating 30 new children each week for the entirety of Summer vacation
- * Organized and managed skateboard competitions, including marketing, sound set up, time management, waivers, sponsor station set up, and hosting/MCing the competition
- * Daily manual labor including performing maintenance on bicycles and BMX track, as well as lifting, moving, and storing various equipment.

Sales Associate

Urban Nine Skate Shop - Baton Rouge, LA

June 2014 to August 2015

Retained knowledge of a constant rotation of new products, relayed information about new products to customers based on their interests or needs, used detailed knowledge to upsell merchandise

- * Provided unmatched customer service, fostered relationships with customers to develop a solid foundation of repeat customers and form a community of skaters/customers
- * Daily merchandising including arranging of shelves, racks, board displays, marketing displays, and sales advertisements; in addition to bookkeeping popularity of products and products likely to be recorded

Education

High School Diploma

Woodlawn High School - Baton Rouge, LA

May 2013

Skills

- BOOKKEEPING
- CUSTOMER SERVICE
- MULTITASKING
- MICROSOFT OFFICE
- PROBLEM SOLVING