

JOSEPH BOYLE

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EDUCATION

Appalachian State University, Boone, NC August 2021-May 2024
Bachelor of Science in Business Administration
Major: Management, Dean's list

WORK EXPERIENCE

Nova 401(k) Associates

Production Specialist, Remote October 2024-Present

- Processed and maintained accurate records of 401(k) plan contributions, distributions, and loans, ensuring compliance with regulatory guidelines and internal quality standards.
- Effectively managed financial tasks in a fully remote environment, leveraging digital tools to ensure seamless collaboration, timely reporting, and accurate data management while maintaining high productivity and meeting all deadlines.
- Utilized advanced Excel functions to accurately process, track, and reconcile 401(k) contributions ensuring data integrity and regulatory compliance.

Stickboy Bread Company, Boone, NC

Production Associate August 2023 - July 2024

- Tracked inventory nightly via Microsoft Excel for 400+ baking orders to ensure efficient order management and operations.
- Managed time efficiently as a team by ensuring categorization and prioritization.
- Trained and mentored new employees; provided feedback and facilitated their learning process.

O'Reilly Auto Parts, Wake Forest, NC

Parts Specialist January 2017 - May 2019

- Oversaw inventory of 1000+ parts through company ERP and supply chain software.
- Maintained positive relationships with repeat customers by building rapport.
- Provided minor service repairs and demonstrated current and accurate product knowledge, assisting 50-80 customers daily.

SKILLS

- Obtains a Microsoft Office Specialist Certification; extensive Pivot Table & VLOOKUP knowledge.
- Knowledgeable in conducting financial analysis, planning/proposals, procurement, purchasing, budgeting, financial forecasting techniques, accounting principles, identifying risks, and variance analysis.
- Proficient in writing, oral communication, and collaborating skills developed through 8 years of work experience.
- Accredited photographer with published work in magazines, album covers, and journals.

- Knowledge of Instagram, YouTube, Facebook, LinkedIn, TikTok, Threads, and other social media platforms.
- Manage a photography page with an average account reach of over 1,000+ users on each post.
- Photographed & filmed behind the scenes content for Dreamville Festival in April 2024.
- Understanding of social media analytics to track key metrics, trends, analyze performance, and derive insights to optimize content & strategy.