

JOSHUA WISNIEWSKI

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SUMMARY

Detail-oriented administrative professional with three years of experience providing comprehensive support to management teams and restaurant operation. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate activities and facilitate smooth workflow.

WORK EXPERIENCE

Shift Lead (Manager), Taco Bell June 2024 - Nov 2024

- Knowledgeable Shift Manager proficient in handling customers, money handling, and team management. Successful at overseeing all areas of operations. Makes adjustments to scheduling and task prioritization to keep assignments and projects on schedule.
- Dynamic professional adept at driving innovation and continuous improvement in fast-paced environments. Recognized for leveraging strong analytical thinking and creative problem-solving skills to implement high-impact solutions that enhance operational efficiency.

Team Trainer, Taco Bell March 2022 - June 2024

- Knowledgeable professional skilled at assisting employees with learning tasks, improving performance and maximizing productivity. Top-notch planner, organizer, and problem-solver. Superb mentorship over many years.

Team Member, Taco Bell Nov 2021 - March 2022

- Versatile team member ready to take on any required task and adapt to changing conditions with resourceful and hardworking mindset. Dedicated to business success, eager to learn more about skills and to advance professionally. Holds quality and teamwork in high esteem.
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EDUCATION

University of North Georgia Aug 2024 - Current

- Dahlonega, Georgia

Creekview High School Aug 2021 - Current

- Canton, Georgia
- Current GPA: 4.30

Ball Ground Elementary School Aug 2012 - May 2018

- Ball Ground, Georgia
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KEY SKILLS

- Cash handling expertise
- Organizational and time management skills
- Team Leadership
- Documentation and reporting
- Staff education and training
- POS system operation
- Analytical problem solving
- Customer service
- Detail-oriented focus
- Fluent in English
- Intermediate in Spanish