

# Joshua Adachi

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## EXPERIENCE

**RSPA**, Consumer Electronics Manufacturer, Chino CA

**Marketing Coordinator**, 09/05-06/07

- Creation and approval of out-going media and written word including ads, web pages, and product manuals.
- Responsible for public relations including customer service protocol and maintaining contact with publishing community.
- Website Management (Dreamweaver, HTML, FTP, Photoshop)
- Copy Writing, Copy Editing, Technical Writing, Press Releases
- Photo Editing (Photoshop)
- Management and Training- Customer Service Department
- Customer Service, Tech Support and Data Entry

*Contact: Rebecca Xie, VP: (909) 902-1807 x105*

**Loan Management Services**, Mortgage Lender, Irvine CA

**Assistant Manager**, 09/04-10/05

- Supervised and trained team of loan representatives providing management and quality control. Customer Service and Data Entry
- Telemarketing

*Contact: David Ford, Manager: (949) 394-6731*

**Source Capital Group**, Accounts Receivable Broker, Chino CA,

**Marketing Manager**

- Liason for business venture providing accounts receivable funding to corporations and small businesses. Accounts Receivable
- Training and management

*Contact: Dan Scorgie, CEO: (909) 262-9244*

**Assistant English Instructor**, Mount San Antonio College, Walnut CA,

Community College

- Used English expertise to provide learning environment for native and non-native English students in a computer assisted learning lab.
- Reinforce concepts of grammar and composition to college students and community education students
- Maintain quality learning environment by monitoring student conduct and providing computer maintenance
- Give daily instructional presentations in software use

*Contact: Jean Garrett, Professor: (909) 594-5611 x4329*

## EDUCATION

**University of California**, Irvine

Bachelor of Arts in English Literature awarded 09/02

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TEMP EXPERIENCE	<p><b>Web Sales Coordinator</b>, America Digital Accessories, Irwindale CA  <u>Consumer Electronics Manufacturer</u></p> <ul style="list-style-type: none"> <li>• Online Ad Generation (HTML, Channel Advisor, Photoshop)</li> <li>• Invoice Generation and Tracking (Excel, QuickBooks)</li> <li>• Photo Editing</li> <li>• Copy Writing</li> <li>• Customer Service and Data Entry</li> </ul> <p><i>Contact: Pan Xiu, (909) 709-5581</i></p>	Jun 2009- Jul 2009
	<p><b>Customer Service</b>, Wine Country Gift Baskets, Fullerton CA  <u>Catalog-Based Gift Retailer</u></p> <ul style="list-style-type: none"> <li>• Scripted phone orders</li> <li>• Escalated customer resolution</li> <li>• Credit Card Data Entry</li> </ul>	Oct 2005- Dec 2005
	<p><b>Data Entry</b>, Hot Topic, Fullerton CA  <u>Retail Chain Headquarters</u></p> <ul style="list-style-type: none"> <li>• Invoice Closure</li> <li>• Data Entry</li> </ul>	Oct 2002- Nov 2002
FREELANCE EXPERIENCE	<ul style="list-style-type: none"> <li>• English Tutoring</li> <li>• Copy Writing</li> <li>• Web Content Management</li> <li>• Commercial Music</li> <li>• Editing</li> </ul>	
COMPUTER SKILLS	Microsoft Word, Excel, Powerpoint, QuickBooks, Adobe Photoshop, Dreamweaver, Illustrator, HTML, FTP, Windows XP, Windows Vista, Mac OSX, NVU,	
CHARACTER	Scott Sakamoto, Teacher: (626) 710-7941	