

Joshua Canafax

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Objective Seeking internship for summer2009.

Education

Texas A&M University, Mays Business School, College Station, TX December 2009
Master of Real Estate

Midwestern State University, Wichita Falls, TX December 2007
Bachelor of Business Administration, Finance & Accounting, GPA 3.98

Experience

American National Bank, Wichita Falls, TX May 2005 – June 2008

Teller

- Analyzed personal and commercial accounts by looking at historical data to make decisions on how to handle transactions which resulted in decreasing errors and improper transactions from being processed.
- Oversaw month long training of 3 new part-time tellers and led afternoon teller shift by listening and resolving any questions which strengthened team performance in line with company policies and procedures.
- Handled customer conflicts by providing sufficient solutions to resolve problems allowing most disputes to be settled without manager involvement.
- Organized and filed accounts payable documents by coming up with quick and effective ways to scan and index which provided easy access on our database to documents when needed.

Roots & Stems Interior Plant Management, Wichita Falls, TX June 2004 – May 2008

Sole Proprietor

- Managed all operations for business by handling all labor and operational responsibilities to sustain 3 accounts and maintain 40+ plants bi-weekly resulting in few replacements and satisfied clients.

Chili's Bar & Grill, Wichita Falls, TX June 2002 – May 2005

Waiter

- Insured customer satisfaction by organizing tables and orders to increase efficiency in managing customer needs resulting in providing excellent dining experiences.
- Focused on serving best interests of restaurant by promoting good work ethic and handling customer conflicts appropriately which resulted in yearly promotion from bus boy to ToGo to server over course of employment.

Leadership and Honors

Financial Management Association September 2005 – December 2007

Vice President (2007), Senator (2006)

- Conveyed interests of FMA to student body by participating in all senate meetings to establish presence on campus and resulted in FMA receiving \$250 from MSU senate and \$1000 from Dillard College of Business.
- Collaborated with President by arranging monthly meetings to organize 4 meeting per semester for FMA with knowledgeable guest speakers from around Wichita Falls which resulted in doubling FMA membership in 2007.

Recipient of Louis J. Rodriguez Ethics Scholarship

Scored in top 5% nationally on Major Fields Test (a comprehensive business administration exam)

Memberships, Skills, Interests

Enjoy golf, tennis, skiing, soccer, mountain biking, and camping.

Involved in local college ministry and volunteer for Young Life

Travel and have studied abroad in London during July 2006