



JOSHUA M. HAROLDSON

WEB <http://resume.jharoldson.com> EMAIL josh.haroldson@gmail.com

OBJECTIVE

Obtain a position in Madison, WI that will allow me to fully explore my unique talents as an engineer, creative, leader and learner.

PROFILE

Creative, tech-savvy professional with excellent leadership abilities and experience. Demonstrated ability to multitask. Pursues and obtains positions with high levels of responsibility. Enjoys difficult problems and finding creative, efficient solutions. Adept at communicating complex concepts to multiple audiences and identifying base elements of processes.

PROFESSIONAL EXPERIENCE

PAYROLL PROCESSOR - TRANE US, INC. (VIA ROBERT HALF INTERNATIONAL), WHITE BEAR LAKE, MN
January - December 2008

Key member of several initiatives designed to reform payroll and PTO tracking procedures. Directly responsible for managing and positively impacting the payroll of several hundred employees in 5 districts around the US, from data collection to final payment and beyond. Maintained communication between all levels of the organization on a daily basis.

Achievements

- Reduced rejected time-sheet submissions upwards of 400% by creating and overseeing the implementation of improved processing conventions for the entire payroll team.
- Developed MS Excel system that allowed for increased processing accuracy, while dramatically reducing processing time, for large groups of employees switching from semi-monthly to weekly pay periods.
- Responsible for the process map of payroll procedures used to present group progress to corporate leaders.

FAMILY/TRAVEL ABROAD

November - December 2007

This time was used to attend to an important family matter. The break also provided an opportunity to travel to Europe again.

PRO-SHOP SUPERVISOR - SAWMILL GOLF CLUB, STILLWATER, MN

Summers 2005 - 2007

Managed daily operations in the pro-shop. Duties included opening and closing the business day, managing various employees, multitasking and customer service. Often acted as the main business contact for customers and participated in conflict resolution.

ACHIEVEMENTS IN LEADERSHIP

Member - ASM International College Sub-Committee, 2006 - 2007

One of only three undergraduate representatives on this national committee of top educators and business leaders.

Chairman - Amp'd for Innovation, 2006 - 2007

From vision to completion, responsible for all activities relating to this innovative K-12 initiative/concert event. Led 10 member team handling marketing, fundraising, logistics, event planning and risk management.

Vice President for Events and Programming - Material Advantage, 2006 - 2007

Successfully requested funding and planned a trip for nearly 50 students to the 2009 Materials Science & Technology Conference in Cincinnati, OH. Managed two officers and dramatically improved relations with the department faculty and administration.

Co-Vice President of Finance - ISU Engineering Student Council, 2006 - 2007

Successfully authored a proposal that provided \$30,000 in increased funding during the Spring of 2007 and long-term, sustained funding increases for College of Engineering Student Organizations.

Department Representative - Dean's Tuition Surcharge Committee, 2006

Selected by department chair to author policy and allocation recommendations during the college-wide implementation of a controversial new funding model. One of only nine students in the entire College of Engineering selected for this position.

ISU Leadership Workshop, 2006

Selected as one of thirty students from Iowa State University to attend a leadership retreat lead by a Global VP of a Fortune 500.

Education Integration Committee Student Outreach Retreat, The American Ceramic Society, 2007

One of six students in the country invited to the ACerS headquarters in Westerville, OH to help develop a comprehensive strategy for promoting student interest and engagement in the society along with the leaders of the EIC.

HONORS

National Most Outstanding Chapter (Material Advantage), Most Outstanding Member (ISU Material Advantage)

SKILLS

MS Office, Excel (Advanced Formulas), Public Speaking, Leadership, Technical Writing, Adobe Products

EDUCATION

B.S. MATERIALS ENGINEERING - IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, AMES, IA
Fall 2003 - Spring 2007

Specializing in Electronic and Ceramic Materials.

STUDY ABROAD - BRUNEL UNIVERSITY, UXBRIDGE, ENGLAND

May - August 2004

Study abroad experience included classwork, industrial tours and extensive personal travel throughout the UK and Europe.

REFERENCES

Available upon request.