

# JOSUE (JOSH) NIEVES

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## PROFESSIONAL SUMMARY

Mission-driven leader with over 5 years of multi-departmental management experience in nonprofit and operational settings. Skilled in strategic planning, team leadership, and process improvement with a proven ability to align operations with organizational missions. Bilingual in Spanish and English, technologically proficient at fostering Christ-centered workplace cultures.

## EDUCATION

Hillsborough Community College Tampa, FL

Associates in Arts: Education

2021

The International Culinary School at the Art Institute Tampa, FL

Associates in Arts: Baking & Pastry

2020

## PROFESSIONAL EXPERIENCE

MicroLumen Medical Tubing Tampa, FL

Finishing Administrator

May 2021-Present

- Collaborate with cross-functional departments (Shipping, Sales, Materials, Engineering, and Quality) to streamline operations.
- Oversee inventory tracking, facilitate product flow, and provide real-time status updates to stakeholders.
- Communicate status updates and delivery timelines across departments, addressing and troubleshooting issues to identify effective solutions.

The Connection A.G. Tampa, FL

Programming Director

October 2019- Present

- Direct organizational events, maintain operational calendars, and manage internal documentation.
- Lead publicity initiatives, including the creation and oversight of all social media content.
- Foster interdepartmental collaboration to support organizational goals and mission.

4 Rivers BBQ Tampa, FL

Service Manager

February 2018- April 2021

- Managed administrative operations, scheduling, and guest recovery processes.
- Supervised service quality across departments, ensuring adherence to operational standards.
- Executed onboarding program and training plans for new team members, enhancing team integration and efficiency.

Assembly of Christian Churches Bradenton, FL

Youth District Secretary

April 2017- April 2019

- Created promotional materials and maintained contact with church officials.
- Documented meeting minutes and oversaw all social media accounts, supporting a Christ-centered mission.
- Organized, planned, and executed a yearly 4-day youth camp hosting over 300 participants, coordinating logistics, schedules, and programming.

## VOLUNTEER WORK

Church Volunteer

February 2015- October 2019

Clearwater Jazz Holiday Cook

October 2018

Early Childhood Education Teacher Assistant

August 2014- June 2016

Youth Circuit Public Relations

April 2014- April 2016

## SKILLS & CERTIFICATIONS

Bilingual: Spanish & English

CPR & First Aid Certified

2025

Lean Six Sigma Yellow Belt

2021

ServSafe Certified

2020

Notary Public

2018

DCF Health, Safety & Nutrition Certified

2015

DCF Identifying & Reporting Child Abuse & Neglect Certified

2014

Microsoft PowerPoint Certified

2010