

# JOSHUA HAVENS

## OBJECTIVE

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Seeking growth with a progressive organization which will utilize my ability and education in the business field.

## RELATED QUALIFICATIONS

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- Over 7 years working in accounting and client services.
- Coordinated several successful projects for various clients including Microsoft, and Sony Electronics.
- Highly skilled in several Microsoft and Adobe software platforms, including Excel, Word, PowerPoint, and many others.

## WORK EXPERIENCE

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[ 2009-2010 ] *McCann Erickson Corporate Louisville, KY*  
**Senior Media AP Coordinator (Microsoft, Charles Schwab, & Cadreon)**

- Responsible for over \$200 million in open payables annually
- Supported media team in invoice discrepancy resolution
- Prepared audits

[ 2006-2009 ] *McCann Erickson Corporate Louisville, KY*  
**Media Billing Analyst (Sony Electronics)**

- Verified that all media ran according to client approved plans
- Assisted the client in resolving media and commission questions
- Primary client liaison for corporate office

[ 2006-2006 ] *Universal McCann Louisville, KY*  
**Media Team Support**

- Created, maintained, and analyzed media reporting for all Universal McCann media teams
- Coordinated special one-off clients with media, traffic, and finance teams

[ 2002-2006 ] *McCann-Erickson New York Louisville, KY*  
**AP Media Coordinator**

- Coordinated print media paying functions with vendors
- Supported media team in invoice discrepancy resolution

## EDUCATION

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[ 2005 – 2008 ] *Sullivan University Louisville, KY*  
AS of Business Management Cum Laude  
CompTIA A+ Essentials

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