

Joshua Cardenez

Analyst, Section Chief, Veteran

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Professional Summary

Dedicated and driven professional with exceptional analytical and critical thinking skills. Experienced team leader and multitasker who thrives in a high-volume, fast-paced, collaborative work environment. Excellent communicator in both English and Spanish. Recognized for outstanding service as a Field Artillery Section Chief in the U.S. Army National Guard.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Procurement Analyst

Penhall Company-Irving, TX

June 2023 to Present

- Receive, open, and tabulate data from various sources into spreadsheet format to assist in the development of requests for proposals (RFPs) and recommendation reports
- Collaborate with cross-functional teams to prepare cost-benefit analysis reports that identify cost-saving opportunities that still maintain high quality standards
- Document and generate monthly supply cost reports, procurement reports, and team dashboards to ensure maximum efficiency and organization

HIMARS Section Chief

National Guard-Wichita Falls, TX

October 2015 to Present

- Maintain and operate the entire multiple launch rocket system (MLRS)
- Launch various missiles and ammunition in quick strikes during missions to ensure battlefield success
- Support infantry and tank units while supplementing cannon artillery units.
- Develop and implement comprehensive training programs for new soldiers, ensuring consistent onboarding and knowledge transfer
- Regularly lead a squad of trainers in delivering high-quality training sessions to soldiers at all levels of the organization
- Conduct regular assessments to evaluate the effectiveness of training programs and make necessary adjustments for continuous improvement

Sales Analyst

Gecko Green-Irving, TX

November 2020 to June 2023

- Perform analysis on spreadsheet datasets and provide reports on KPIs, trends, or inconsistencies identified within said data.
- Collaborate with other team members to make sense of the data in order to recommend business decisions for our organization.

- Rely on communication skills to translate esoteric topics into accessible information.
- Compile multiple sales/performance reports.
- Support all departments with other administrative tasks, if requested.
- Utilize SQL and Microsoft Excel in depth with formulas, vlookups, pivot tables, charts, and filters

Trade Show Manager

Jurassic Quest-Spring, TX

July 2016 to June 2019

- Responsible for making sure the entire event is properly staffed and runs smoothly
- Documenting customer throughput and devising strategies for continual improvement
- Hiring: Interviews, orientation, new hire documentation
- Disciplinary documentation and performance evaluation of employees
- Crew Conflict/Mediator
- Create all show & travel schedules
- Create End of Show Reports for upper management
- Ensures each Station improves in efficiency, speed, and customer service

Education

B.A.A.S. in Data Analytics

University of North Texas - Denton, TX

August 2021 to Present

Associate in CAD

ITT Technical Institute-Richardson - Richardson, TX

August 2009 to December 2011

Skills

- Microsoft Office (10+ years)
- Google Suite (4 years)
- CRM software (3 years)
- Microsoft Excel (6 years)
- Sales administration (3 years)
- Customer support (8 years)

Languages

- English - Fluent
- Spanish - Expert
- Ukrainian - Beginner
- German - Beginner

Military Service

Branch: US Army National Guard

Service Country: United States

Rank: Sergeant

October 2015 to Present

Commendations:

- Texas Humanitarian Service Ribbon
- 2x USA Army Commendation Medal
- 3x Army Reserve Component Achievement Medal
- Army Achievement Medal
- Texas Adjutant General's Individual Award
- Armed Forces Reserve Medal

Certifications and Licenses

ITIL

October 2022 to October 2025

ITIL Foundation Certificate in IT Service Management

Secret Security Clearance

October 2015 to October 2025

Information Security Clearance Level: Secret through the Department of Defense

Assessments

Attention to detail — Proficient

April 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Filing & organization — Proficient

June 2023

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Project timeline management — Proficient

April 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Analyzing data — Proficient

April 2022

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

April 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Analyzing data — Proficient

February 2023

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

Sales skills — Proficient

April 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

February 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

August 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

February 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.