# **Josh Lehman**

**Ohiective**To effectively and efficiently manage and market a multi-purpose venue.

EducationGraduation: 05/11 Washburn University Topeka, KS

# BA in Mass Media, Public Relations emphasis

Minor in philosophy

**Experience**6/10-Present Pa

Parks & Recreation of Topeka – Recreation Administration

Topeka, KS

#### Office Assistant II

- Reserve shelter houses for patrons and department activities; register patrons for available classes and programs.
- Advertise upcoming events and programs on the electronic message board.

Receive, record, and make deposits of money.

9/03-6/10 Parks & Recreation of Topeka - Athletics

Topeka, KS

## Office Assistant II

- Assisted in the scheduling of leagues, tournaments, officials, scorekeepers, facility reservations and building league and tournament schedules.
- Tracked and maintained records of all employee hours, and prepared weekly facility payroll.
   Audited time cards to facility records for accuracy and forwarded to supervisor for authorization.
- Received, recorded, and made deposits of money. Assisted in preparing and reviewing the
  processing of purchase orders, requisitions, invoices, materials receipts, receiving reports,
  transfer invoices, refunds, maintenance records, equipment and facility use records.

3/01-9/03 Parks & Recreation of Topeka - Athletics

Topeka, KS

### Office Assistant I

- General clerical duties.
- Maintained inventory and ordered supplies as needed.
- Assisted staff and other personnel in answering general computer questions and coordinating programs and/or meetings.

**Skills**Microsoft Office, Adobe InDesign, AS/400, facility reservation system software, cash handling, customer service.