

# Joshua S. Kepes

C: 480-490-5158 E: Joshuakepes@yahoo.com

## Professional Summary

Detail-oriented and highly organized professional with experience in culinary services, payroll, and accounting within the entertainment and hospitality industries. Known for strong communication skills, adaptability, and a commitment to excellence in both independent and team environments.

## Core Competencies

- Payroll & Accounting Administration
- Culinary Preparation & Food Safety Compliance
- Digital Filing & Document Management
- Customer Service & Relationship Building
- Deadline-Oriented & Highly Organized

## Professional Experience

### Dining Chef

Arbor Landing at Compass Point | *Oct 2025 – Present*

- Prepare and execute daily menus for 80–100 residents in an assisted living facility.
- Ensure compliance with food safety regulations and accommodate special dietary needs.
- Manage inventory, truck orders, and maintain a clean, organized kitchen environment.

### Remote Payroll Clerk

Power Book III: Raising Kanan (Seasons 3 & 4), STARZ | *Aug 2022 – Jun 2024*

- Process weekly payroll for multiple departments using Smart Time.
- Manage email communications and digital filing of timecards, check copies, and box rentals.
- Coordinate onboarding and verify I-9 documentation for new crew members.

### Accounting Clerk

Hightown Season 3, STARZ | *Jun 2022 – Aug 2022*

- Scan and digitally file payroll and accounts payable documents using BOX.
- Assist payroll team with administrative tasks and maintain organized records.

### Accounting Clerk

White Noise, Netflix | *May 2021 – Mar 2022*

- Onboard cast and crew, verify I-9 documentation, and manage deal points.
- Utilize Adobe Acrobat, DocuSign, ESN, PSL, Ozark, and Prodicle for document processing.
- Communicate with vendors for statements, invoices, and ACH forms.

### Leasing Professional

Montage at Pecos Ranch | *Jun 2019 – Oct 2020*

- Lease apartment homes, manage service requests, and provide exceptional customer service.
- Coordinate resident events and maintain vendor relationships.
- Assist management with administrative tasks and office operations.

## Education

- Grand Valley High School | 2004–2008
- Ashtabula County Joint Vocational School | 2006–2008

## References

**Joe Carozza:** (724) 814-2759 E: Jcarozza@viennabeef.com

**Gretchen Goode C:** (718) 530-3680 E: Ggoode@netflix.com

**Melissa Meli C:** (914) 772-6079 E: Melissajmeli@gmail.com