

# JOSH RUSHWORTH

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Portfolio: joshrushworth.netlify.app

## PROFESSIONAL SUMMARY

Detail-oriented professional with a creative and technical edge, developed across industries including nonprofit administration, warehouse management, web development, and event logistics, now pursuing opportunities in manufacturing. Combines organizational capabilities with hands-on technical skills, backed by a consistent record of advancing in each role and delivering results independently across varied environments.

## CORE SKILLS

- Operations & Inventory Management
- Staff Training & Supervision
- Program & Project Coordination
- Microsoft Office Suite
- Data Tracking & Documentation
- Video Editing
- JavaScript, HTML & CSS Development
- Grant Writing & Nonprofit Compliance
- Budget Management & Reporting
- Web Development & SEO
- Client & Stakeholder Communications
- Architectural Blueprint Reading
- 3D Modeling
- WordPress & CMS Platforms

## PROFESSIONAL EXPERIENCE

### Plug Inspection Associate

May 2026 – Present

*Lee Company (Contract via A.R. Mazzotta) · Westbrook, CT*

- Manually feeds 4,500–7,000 expansion plugs per shift onto a rotating jig, allowing a camera to capture a full 360-degree photographic record of each part; an AI system then analyzes the images, generating a full outer-diameter heat map and approving approximately 80% of parts, with the remaining 20% passed to digital microscopy for final classification.
- Analyzes each machine-rejected part under digital microscopy, classifying findings into four categories (approved, unapproved, general defects, or cracked defects), with cracked defect findings routed directly to the engineering team for specialized review; parts too small for machine processing undergo complete manual microscopy review using the same classification standard.
- Generates structured inspection data that directly advances an engineering effort to raise automated yield to 95% across all plug diameters, contributing to the long-term automation of a process the machine cannot yet perform independently.

### Lead Associate, Paul MacHenry Accessories

February 2025 – May 2026

*Factory Motor Parts · Branford, CT*

- Manages sole accountability for the Paul MacHenry specialty accessories line, independently fulfilling 60–90 orders per week across approximately 180 product lines, with full ownership of inventory accuracy, fulfillment, and delivery coordination and minimal direct supervision.
- Cross-trains warehouse associates and provides surge support across a 10-zone distribution center processing 1,800–4,200 product lines daily, directly contributing to facility-wide throughput well beyond the scope of the specialty department.
- Advanced from warehouse associate to department lead after being identified as the right person to own a complex, fast-moving product line, a direct reflection of consistent, accurate, independent execution.

## Event Support Associate

May 2024 – October 2024

*Tulips Floral Design · Westbrook, CT*

- Executed logistics for approximately six weddings and private events, driving U-Haul trucks, transporting delicate floral arrangements with the care required to deliver intact across variable conditions, and coordinating timely arrival under direct supervisor direction.
- Supported full event lifecycles from preparation through breakdown, assisting with floral arrangement preparation, venue setup and cleanup, and consistent handling of materials exceeding 50 lbs across all engagements.

## Grant Writing Specialist

August 2023 – September 2024

*Town of Guilford Health Department · Guilford, CT*

- Protected over \$100,000 in public health funding by maintaining rigorous documentation, reporting, and compliance standards throughout the full grant lifecycle, preserving multi-year funder relationships and the department's standing with grantors.
- Strengthened the department's funding pipeline by translating local health data and community priorities into compelling proposals and letters of intent that secured continued support for public health programs.
- Expanded the department's public-facing presence through website management and branded materials, reinforcing community trust and visibility for public health initiatives.

## Behavioral Technician

January 2022 – November 2022

*Personal Growth Services · Farmington, CT*

- Supported two clients with complex behavioral health needs, implementing individualized support plans and tracking measurable progress daily, contributing directly to improved quality of life and greater independence.
- Earned sustained trust from families and clinical teams through thorough documentation, consistent care, and a steady ethical approach, maintaining continuity of treatment across a high-stakes care environment.

## Paraprofessional

November 2021 – November 2022

*Northwest Village School · Plainville, CT*

- Delivered targeted 1:1 and small-group instruction for 14 students with diverse learning needs, supporting measurable academic and behavioral progress through structured special education programming.
- Contributed to a stable, inclusive classroom environment by reinforcing individualized behavioral frameworks and collaborating closely with teaching staff to support each student's goals.

## Web Developer (Freelance / Self-Employed)

April 2021 – Present

*Rushworth Design · Guilford, CT*

- Delivered complete web development services (front-end design, back-end build, SEO optimization, and performance tuning) for a roster of small business clients across a four-year independent freelance practice.
- Sustained long-term client relationships through reliable delivery, responsive communication, and ongoing maintenance support, generating repeat engagements and referrals across a multi-year portfolio.

## Administrative Associate

April 2021 – August 2024

*Green Planet Company · Guilford, CT*

- Secured over \$20,000 in grant funding through end-to-end ownership of the full grant lifecycle, from funder research and proposal writing through compliance, reporting, and stewardship, directly enabling nonprofit programs to operate.
- Rebuilt the organization's digital and communications infrastructure (websites, graphics, and outreach campaigns), expanding audience reach and establishing a stronger, more credible public presence.
- Strengthened organizational capacity by identifying operational gaps, developing strategy, and training staff; fluency in architectural blueprint reading additionally informed web development, administrative support, and navigation of construction-related town zoning requirements, leaving systems and people better positioned to carry the mission forward independently.

## VOLUNTEER & BOARD EXPERIENCE

### Board Member

June 2024 – July 2025

*ALEX INC (Volunteer) · Guilford, CT*

- Contributed to organizational strategy, budget approval, fundraising, and grant oversight as a volunteer board member, helping sustain a nonprofit's financial direction and operational governance.
- Strengthened community partnerships and governance integrity through committee participation, staff mentoring, and compliance with nonprofit reporting requirements.

### Volunteer

February 2017 – July 2017

*Habitat for Humanity ReStore · Warminster, PA*

- Supported day-to-day store operations by receiving, sorting, and organizing donated furniture, appliances, and building materials, maintaining a clean and accessible sales floor for customers and staff.
- Assisted customers in locating and loading merchandise, contributing to a welcoming environment and the organization's mission of funding affordable housing through resale of donated goods.

## EDUCATION & CREDENTIALS

### General Studies

2021 – Ongoing

*CT State Community College · Connecticut*

### Computer Science

2018 – 2019

*Ithaca College · Ithaca, NY*

### High School Diploma

Doylestown, PA

*Central Bucks East High School*

### Recovery Support Specialist Certification

October 2022

*Hartford Healthcare*

### Eagle Scout

June 2017

*Boy Scouts of America, Troop 6 · Doylestown, PA*

## REFERENCES

### Chris Widmer

*President*

Green Planet Company · Guilford, CT

chris@greenplanetco.org

860-301-2222

### Wayne Couturas

*Personal Acquaintance*

Sobercarepartners@gmail.com

203-260-6222

### Dan Snyder

*Personal Acquaintance*

860-877-6237

### Robert Decker

*General Manager*

Factory Motor Parts · Branford, CT

rdeckerjr8@gmail.com

860-993-5192

### Abe Martinez

*Colleague, Factory Motor Parts (2025–2026)*

203-710-9765

### Brigid Minitier

*Colleague, Tulips Floral Design (2024)*

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