

Objective: To provide information for potential employers reviewing my electronic portfolio.

Qualifications

- Excellent computer skills including all Microsoft and Adobe products
- Leadership skills and ability to motivate and guide others in tasks
- Time management skills and ability to work in a fast pace environment
- Communication skills developed through prior work and volunteer experience
- Love of organization, and desire to see tasks to completion
- Positive attitude and ability to naturally work well with others
- Ability to always maintain confidentiality with all work and communication
- CPR certified

Summary of Activities

Educational Background

8/2015-8/2017 UNIVERSITY OF UTAH- Salt Lake City, UT
Bachelor's Degree in Parks, Recreation, and Tourism, Hospitality
Management emphasis

8/2014-7/2015 SALT LAKE COMMUNITY COLLEGE- Salt Lake City, UT
Associate of Science in General Education

9/2011-5/2013 BRIGHAM YOUNG UNIVERSITY- Rexburg, ID
General Education, Exercise Physiology

Work Experience

9/2016-present BEANY'S TO-GO- American Fork, UT
Barista/Cashier; making drinks, pulling and monitoring espresso
shots, resolving customer complaints, counting out the shift deposit,
distributing tips among coworkers, balancing the till, and pulling
reports at the end of each shift.

2/2015-11/2015 IMAGINE LEARNING- Provo, UT
Events Assistant; arranged air transportation for guests and
employees, worked on logistics for events, and assisted in other areas
of events.

2/2013-8/2013 BONNEVILLE BANK- Provo, UT
Teller; greet customers and assist with their banking relationship
displaying exemplary customer service skills.

4/2012-7/2012 BRIGHAM YOUNG UNIVERSITY IDAHO- Rexburg, ID
Mechanical Shop Secretary; provide general secretarial and
bookkeeping support for supervisors.

Leadership Experience/ Volunteering

2015 Event Coordinator: Cirque le Vie, a benefit gala for Primary Children's
Hospital

2015 Volunteer: St. Vincent de Paul Soup Kitchen

2010 National Youth Leadership Forum on Medicine in Berkeley, CA