

Parker Francis

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UT 84664
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Education

Maple Mountain High School May 2013 *High school diploma* *Spanish Fork, UT*

Experience

DoTERRA July 2016 - Current
US & CAN Chat/Phone agent *Pleasant Grove, UT*

- Answering calls/chats from member & nonmembers about account information
- Finding answers about commission problems
- Processing online returns/orders
- Detailed note on account about processes I did.

Deseret Book Nov 2015 - July 2016
Receiving & Bookstore *Orem, UT*

- Organizing and displaying product for customer.
- Assisting customers in finding desired product or suggest others.
- Checking out customers at registers.
- Answering incoming phone calls and assisting customers as needed.
- Manage and organize incoming product.

The Church of Jesus Christ of Latter-Day Saints Oct 2013 - Oct 2015
Volunteer Representative *London, England*

- Served as a District Leader for seven months.
- Managed a group of 12 other volunteers.
- Set appointments and planned events.
- Spoke to different types of people and effectively communicated through religious and language barriers.

Magleby's Dec 2012 - Oct 2013

Catering Assistant

Springville, UT

- Coordinated multiple tasks at once in order to meet event deadlines.
- Organized staff, food, and equipment for each event.
- Communicated effectively with coworkers, managers, customers, and guests.

Siegfried & Jensen

J u n e 2011 - Sept 2012

Clerical Assistant

Murray, UT

- Trial preparation - copying and scanning trial documents.

Personal

- *Character* - Hard working, honest, loyal, enthusiastic, and patient.
- *Leadership* - District leader, new missionary trainer
- *Technical Skills*- Photoshop, Microsoft Office, Adobe, C# computer programming, general computer skills, IT usability testing.
- *Interests* - Computer programing, illustration, drawing, photography, and reading.
- *Achievements* - Eagle Scout

References

Marva Morris

Deseret Book Manager

Phone number: (801) 386-6667

Michael Shattuck

Programming Mentor

Phone number: (801) 636-9060

Lydia Engemann

doTerra Manger

Phone number: 1 (800) 411-8151

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