

Atravias Borley

139 Columbia Dr

Midvale, UT 84047

Phone: (385) 261-3942

Email: atravias@gmail.com

Job Objective

To meet and exceed expectations as an employee at your company by applying proficiencies in the areas of Business Communications and Business Management which I have acquired and obtained certification to prove my skills at the Canyons Technical Education Center.

Education

Salt Lake Community College

Sandy, Utah

Concurrent Enrollment

August 2015 to May 2016

University of Utah

Sandy, Utah 84094

November 2019 to Current

Major: Computer Programming/
Web Development

Canyons Technical Education Center

825 East 9085 South

Sandy, Utah 84094

August 2015 to June 2016

Information Technology/ Business
Leadership Training Program

Major: Business Leadership

Minor: Business Communications
Information Management

Certificates of Competency:

- IC3 – Internet & Computing Core Certification
- Microsoft Office Specialist PowerPoint Certification
- Microsoft Office Specialist Word Certification
- Professional Development
- Digital Business Applications State Test
- Entrepreneurship State Test
- Business Management State Test
- Business Law State Test
- Business Communication 2 State Test
- Computer Technology 2 State Test

Job Skills

Management

Strategic Business Planning
Small Business Management
Business Cards

Management Experience

Office Manager
Vice President

Computer Software

Microsoft Windows
Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
HTML
CSS
Javascript
jQuery

Communications

Public Speaking Strategies
Narrative Speech
Informative Speech
Impromptu Speech
Professional Speech
Persuasive Speech
Conflict Management
Effective Business Writing
Critical Speech Analysis
Listening Skills

Professional Seminars

Franklin Covey/Time Management
Brian Tracy's Maximum Achievement
"The FISH" Philosophy
Who Moved My Cheese
Professionalism

Work Experience

Domino's

August 2018 to Current

8944 S, 700 E

Sandy, Utah 84070

(801) 255-3538

Supervisor: Stephan Elkins

Job Title: Delivery Expert

Responsibilities:

- Deliver product
- Answer phone calls
- Help customers
- Daily cleaning

Babysitting

January 2008 to June 2012

320 West 4500 South

West Valley, UT 84828

(801) 508-7186

Supervisor: Heidi Furrow

Mother

Job Title: Babysitter

Responsibilities:

- Keep Children Safe
- Feed Children
- Keep Children Entertained

Awards, Honors, and Leadership

- "100% Attendance 1st, 2nd, 3rd, and 4th Quarter" Awards, Canyons Technical Education Center, November 2015-May 2016.
- "Most Positive Employee of 2nd Quarter" Award, Canyons Technical Education Center, January 2016.
- "Most Outstanding Office Manager 3rd Quarter" Award, Canyons Technical Education Center, March 2016
- "100% Attendance for the Whole Year" Award, , Canyons Technical Education Center, May 2016
- "Most Positive Employee for the Whole Year" Award, Canyons Technical Education Center, May 2016
- "Century Club" Award, Canyons Technical Education Center, May 2016

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References

Renee Pay, Director

Canyons Technical Education Center
825 East 9085 South
Sandy, UT 84094
(801) 826-6632

Bob Spears, Counselor & Link Crew Advisor

Jordan High School
95 East, Beetdigger Blvd
Sandy, UT 84094
(801) 826-6222

John Lundstrom, English Teacher

Jordan High School
95 East, Beetdigger Blvd
Sandy, UT 84094
(801) 826-6200