

Benjamin Shepherd
(801) 520-5943 19ute14@gmail.com
1337 Emigration Cir. 10 Salt Lake City, UT 84108

EDUCATION

University of Utah – Salt Lake City, Utah (BS) Interpersonal Communication	August 2007 - May 2014
University of Utah- Salt lake City, Utah Full-Stack Web Development Bootcamp	January 2019- Present
Google - IT Support Professional Certificate	September 2018 - Present

EMPLOYMENT AND EXPERIENCE

Intermountain Healthcare - Salt Lake City, Utah Supply Chain/Courier <ul style="list-style-type: none">• <i>Responsible for the safekeeping and delivery of confidential medical records, high price pharmaceuticals, and cancer screening test results.</i>• <i>Interact with hundreds of people daily, communication, organization and social skills are key in this high paced role.</i>• <i>Work with warehouse management, and Inventory software.</i>	September 2016 – Present
Kim M. Bowman & Sons L.L.C. – Salt Lake City, Utah Office Manager/ Administrator <ul style="list-style-type: none">• <i>Maintained a highly functional, efficient, and organized office.</i>• <i>Preparing payroll through Quickbooks, controlling correspondence, creating vendor contracts were apart of my responsibilities.</i>• <i>Oversaw setting schedules and client appointments, and other clerical duties.</i>	September 2015 - August 2016
Monsen Engineering – Salt Lake City, Utah Reprographic/Sales/Customer Service Specialist <ul style="list-style-type: none">• <i>Assisted in answering phones, emails, and face to face questions for several departments.</i>• <i>Gained a general understanding of HTML and Javascript.</i>• <i>Maintaining organization of files, roles, operations, and accurate customer service required multitasking</i>• <i>Handling of confidential blueprints and construction documents</i>	March 2010 – August 2015

SERVICE AND LEADERSHIP

East High School – Salt Lake City, Utah Assistant Varsity Baseball coach	November 2007 - May 2012
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