

Elizabeth Fullmer

West Jordan, UT

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Authorized to work in the US for any employer

Education

Bachelor of Science in Chemical Engineering

- Brigham Young University - Provo, UT
- September 2012 to June 2019

Groups

Biomedical Engineering Club

September 2015 to June 2019

- Educating the community about Biomedical Engineering by attending and hosting various activities, seminars, and field trips American Institute of Chemical Engineering September 2015 to Present
- Discovering chemical engineering opportunities through hosting industrial seminars and local plant tours
- Outstanding Chapter Award 4 years straight Society of Women Engineers Mentor August 2014 to Present
- Meeting with first-year engineering students to ensure the best educational experiences and stimulating them to achieve their full potential in careers as engineers and leaders
- Contacting students and providing them with opportunities to be involved
- Expanding the image of the engineering profession as a positive force in improving the quality of life
- Demonstrating the value of diversity

Work Experience

AV Technician Manager

Brigham Young University - Provo, UT

October 2013 to March 2019

- Setting up and maintaining tech equipment for daily academic classrooms and week-long campus wide events of 11,000-20,000 attendees and 200+ presenters. (e.g. projectors, wireless microphones, document cameras)
- Giving direction to optimize set up and pick up times
- Organizing and leading meetings with employees and management
- Managing calendars of all employees to create ideal work schedule
- Motivating employees to exceed expectations from customers
- Hiring and training employees
- Organizing and implementing team building activities

Research Assistant

Brigham Young University - Provo, UT

August 2016 to December 2016

- Studied the legitimacy and continuing need for coal power
- Created coal report to present to the Utah Office of Energy Development and Utah State Legislature

Skills

- Microsoft Excel (10+ years)
- Microsoft Word (10+ years)
- Windows (10+ years)
- Powerpoint (10+ years)
- Mathcad (3 years)
- MAS (6 years)
- Google Docs (10+ years)
- Microsoft Office (10+ years)
- Google Sheets (10+ years)
- Google Slides (10+ years)
- Scheduling (3 years)
- Google Forms (4 years)
- Team Building (3 years)
- Team Management (4 years)
- Team Motivation (3 years)
- Time Management (10+ Years)
- Project Management (3 years)
- Project Planning (3 years)
- Workflow Design (3 years)
- Inventory Management (6 years)
- Technical Writing (6 years)
- Mentoring (5 years)
- Customer Service (10+ years)

- Employee Relations (3 years)
- Employee Training (6 years)
- Meeting Planning (3 years)
- Public Speaking (4 years)
- Social Media Management (3 years)
- Creative Problem Solving (10+ years)
- C++ (Less than 1 year)
- Aspen (1 year)
- Python (2 years)
- VBA (1 year)
- Labview (1 year)
- Hysys (Less than 1 year)
- Office Assistant (10+ years)
- Legal Terminology (2 years)
- Retail Sales (Less than 1 year)
- Travel Coordination (2 years)
- Chemical Plant Design (Less than 1 year)
- Mathematics (10+ years)
- Engineering (5 years)
- Computer Repair (2 years)
- Medical Records (Less than 1 year)
- Medical Billing (Less than 1 year)
- Retail Sales (1 Year)