

Michael S. Hawkins

EDUCATION

Brigham Young University

Bachelor of Science in Pre-Business (In Progress-Freshman)

- GPA 4.00 / 4.00
- ACT 30
- Intended Major: Information Systems

Provo, UT

Sep 2023-Present

EXPERIENCE

BYU Production Services

Bindery Assistant

- Operating book-binding machinery

Provo, UT

Sep 2023 – Present

Domino's

Customer Service Representative

- Preparing food and fulfilling orders
- Taking orders and resolving customer concerns

Plymouth, MN

Jul 2019 – Jul 2021

SERVICE

The Church of Jesus Christ of Latter-day Saints

Volunteer Representative

- Offered tech support for users of organization-owned devices
- Maintained organization records
- Teaching
- Manual labor

San Pedro Sula, Honduras

Aug 2021 – Aug 2023

SKILLS

- Spanish (Fluent)
- Excel
- SQL (Novice)
- VBA (Novice)