

J. Powell Skiba

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EDUCATION

Brigham Young University

Applying to Marriott School of Business

Provo, UT

Aug 2021 – Current / Exp. Graduation May 2025

- GPA 3.75 / 4.00
- *BYU Football Team Manager*, Athletic Full-Tuition Scholarship

Southern Virginia University

Buena Vista, VA

- GPA 3.90 / 4.00
- *SVU Football Player*, Academic Full-Tuition Scholarship

EXPERIENCE

BYU Office of IT — Business Processes

Project Manager | Change Management

Provo, UT

Dec 2022 – Current

- Lead the team as the process manager for system changes within BYU OIT
- Created and directed a project that closed over 100,000 open tickets in ServiceNow, resulting in drastic decreases of user downtime

Project Manager | Problem Management

Nov 2021 – Aug 2022

- Took charge of the project that completely changed the problem management process to discover and solve the root causes of problems through proactive analysis, resulting in a 50% drop of high priority outages

VW Connect

Development Coordinator | Business Internship

Phoenix, AZ

May 2023 – Aug 2023

- Learned how a successful business is run by managing the business processes of the development team
- Analyzed and input accounting documents into QuickBooks to produce financial statements

Panel Shop Manager

March 2021 – Aug 2021, April 2022 – Sep 2022

- Managed the crews that built and installed hundreds of electric panels a day for the main provider of dry utilities in Arizona
- Created efficient processes to solve day to day problems with the crew and inventory

BYU Football Team

Team Manager

Provo, UT

Mar 2022 – Mar 2023

- Assisted 50+ hours a week receiving and preparing thousands of units of inventory to ensure all 124 players were properly equipped and ready for every practice, game, and cross country travel

LEADERSHIP & SERVICE

The Church of Jesus Christ of Latter-day Saints

Volunteer Missionary

Sao Paulo, Brazil & Miami, FL

Mar 2019 – Mar 2021

- Served as a voluntary missionary in Brazil and Florida, teaching and rendering service for a two-year period
- Oversaw 25 missionaries as a Zone Leader for 8 months. Provided direction, facilitated group trainings, and analyzed metrics on a regular basis to improve results.
- Helped train and develop new missionaries, helping them become more effective leaders and teachers
- Developed skills such as leadership, diligence, social skills, fluency in Portuguese, and time management

AWARDS, SKILLS & INTERESTS

- Fluent in Portuguese, competent in Spanish
- Highly proficient in Microsoft Office
- Proficient in Business Management Systems: QuickBooks, ServiceNow
- Agile Certified
- Proficient in VBA, Tableau, and experience with SQL, HTML
- Arizona 1st Team All-State Football Player (2017)