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| Tanner Allen  Tannerallen60@gmail.com ● 541-944-9231● [LinkedIn](https://www.linkedin.com/in/allen-tanner/)  **Education**  **Brigham Young University – Idaho** April 2023  Interdisciplinary Studies – Business Management - Professional Writing and Editing  Overall GPA: 3.95  **Volunteer Work**  [**The Church of Jesus Christ of Latter-day Saints**](https://www.churchofjesuschrist.org/?lang=eng)  Full-time Missionary 2017- 2019  Canada Winnipeg Mission   * 60+ hour work week for two years. * Volunteered at thrift stores, neighborhoods, schools, and other organizations. * Trained new missionaries to help the service of the church. * Directed weekly meetings to enhance productivity of a team of 6-10 missionaries * Analyzed reports from missionaries to help productivity increase.   **Additional Information**   * Proficient with MS Excel including VBA, pivot tables, complex functions, and basic Excel capabilities. (Proficient in Google Sheets.) * Experienced in working with the back end of WordPress creating websites. * Work Eligibility: U.S. Citizen * Knowledgeable with MS Word |  |  | **Work Experience**  [**Income School**](https://incomeschool.com/) **–** Team Lead/Editor; Rexburg, Idaho  Jan 2021 – Present  *Blog and content creating business.*   * Researched many different topics according to client requests which helped complete accurate orders and improved profits. * Edited and reviewed hundreds of posts to prepare for online publication which are published across the web. * Facilitated a team of 5-7 blog writers, keeping them within their time limits and deadlines to fulfill orders and manage income. * Tracked posts ready for submission.   [**BioSkin LLC.**](https://bioskin.com/) **–** Assembly line Worker/lead; Ashland, Oregon  May 2020 – Aug 2020  Brace and mask manufacturing and assembling.   * Used a digital cutting machine to manufacture isolation gowns for material shortage due to a worldwide pandemic. * Communicated with project manager to keep work on schedule. * Responsible for closing, keeping the team in line, and to meet quotas to meet the high demand of PPE supplies during the pandemic.   **Project Work Experience**  **Integrated Business Core** –BYU-Idaho College Class  September 2022 – Current   * Co-founded Scratch, a student led business that produces and sells scratch off activity-based card packs. * Organized company KPIs to set a clear image of what the company wanted to accomplish. * Analyzed and fixed operation process to decrease production times by 65%.   **IDS 297R – ALPS Basic –** RBDC Project; Whole Child Early Education; Rexburg, Idaho  Jan 2022 – March 2022  *Collaborated with a team to help Whole Child Early Education grow into a non-profit organization in Rexburg Idaho*   * Researched daycare market analysis data with websites, calls, and surveys to gather industry information. * Built Excel Spreadsheet to analyze market data, survey results, and financial budgeting to help client understand supply/demand for her business * Held team and client meetings for 10 weeks and worked 8-10 hours each week to deliver actual results that helped this client build her business.   **BUS 200 Small Business Management** – RBDC Project; Goodbye Hello Crafts and Boutique; Remote  Nov 2021 – Dec 2021   * Coordinated putting together a social media ad budget on an excel spreadsheet to increase client financial awareness. * Created the presentation for final deliverables to the client to share what was accomplished throughout the project. |