Avrey Low

avreylow@gmail.com (385) 368-9320 Riverdale, Utah

**Summary**

Self-motivated student with 1.5 years of experience assisting others with computer-related needs and organizing data into spreadsheets. Obtained an additional 1+ years of volunteer experience interacting with different people daily, both over the phone and in-person.

**Skills**

* Computer spreadsheets
* Data entry
* Organizational skills
* Troubleshooting
* Basic programming (JavaScript, HTML, CSS, Java)
* Attention to detail
* Integrity
* Desire and ability to learn quickly
* Computer skills
* Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Typing (64 WPM)
* User Experience (UX)

**Work Experience**

**KAYSVILLE CITY | Kaysville, Utah Jan. 2021 – Sep. 2022**

*IT Staff Assistant*

* Organized and maintained spreadsheets for computer, server, and phone inventory.
* Communicated with people over the phone and provided desired assistance.
* Solved computer hardware and software issues presented by city employees.
* Deployed computer images using Microsoft System Center Configuration Manager.
* Implemented both hardware and software for a new phone system for 100+ employees.

**Education**

**WEBER STATE UNIVERSITY | Ogden, Utah Aug. 2020 - Present**

* B.S in Web and User Experience, degree anticipated May 2027
* GPA: 4.0

**LAYTON HIGH SCHOOL | Layton, Utah *Graduated:* May 2020**

* GPA: 4.0
* Scientific Legion Award
* Academic Allstate Award for Track and Cross Country 2019-2020

**Volunteer Experience**

**CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS | Everett, Washington Sep. 2022 -**

*Full-Time Missionary* **Jan. 2024**

* Dedicated 1.5 years of personal time to serving others.
* Conversed with various people over the phone.
* Collaborated with fellow missionaries weekly.
* Initiated conversations with strangers daily.