

# Alan Kuzmanovic

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For More Information  
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## Job Objective

To meet and exceed expectations as a member of Office of the President at eBay by applying proficiencies in the areas of business communications, information management, and business management acquired and certified at the Canyons Technical Education Center.

## Education

### Salt Lake Community College

Sandy, Utah  
Concurrent Enrollment  
August 2015 to January 2017

### Brighton High School

Cottonwood Heights, UT 84121  
August 2012 to March 2017  
Diploma: March 2017  
GPA: 3.8 out of 4.0

### Canyons Technical Education Center

9085 South 825 East Sandy, UT 84094  
August 2015 to June 2016  
Information Technology/ Business  
Leadership Training Program

### University Of Utah

201 Presidents' Cir, Salt Lake City, UT 84112  
June 2019 - December 2019

### Full-Stack Programming Bootcamp

"This 24-week Full-stack course is designed to provide the skills required to become a full-stack developer, and has provided me with the ability to build dynamic end-to-end web applications"

In Progress:

August 2017 to Present

**Major:** Computer Science

## Job Skills

### Management

Freelance Programming  
Entrepreneurial Skills  
Property Management  
Strategic Business Planning  
Small Business Management  
One-Minute Manager

### Programming Skills

HTML / CSS3  
JavaScript / JQuery  
Node.js  
PHP  
Express.js  
React.js  
Bookshelf.js  
MongoDB  
MySQL

### Computer Skills

Microsoft Office  
Database Theory  
Wordpress  
IC3 Certification

### Communications

Effective Business Writing  
Critical Speech Analysis  
Public Speaking Strategies  
Professional Speech  
Persuasive Speech  
Conflict Management  
Listening Skills  
Organizational Proposal  
Journal Abstracts

### Professional Seminars

Franklin Covey/Time Management  
Brian Tracy's Maximum Achievement  
Meyers Brigg's Personality Training  
"The FISH" Philosophy  
Who Moved My Cheese  
Good to Great

## Work Experience

### eBay

May 2017 to Present

583 W eBay Way  
Draper, UT 84020  
(408) 376-7400

Team Leader: Austen Carty

### **Job Title:**

**Intellectual Property Specialist**

### **Responsibilities:**

- Process Notices of Claimed Infringement.
- Review and process DMCA take-down notices.
- Correspond with high level legal representatives.
- Take administrative action on infringing material.
- Leader of all communications for my team.
- Directing Customers
- Suspending fraudulent accounts
- Providing Excellent Customer Service
- Ensuring Efficiency

### Ream's Grocery

November 2014 to July 2016

8725 East Highland Drive Sandy,  
UT 84083  
(801) 942-7127

Manager: Chris Elliot

### **Job Title:**

**Supervisor**

## Awards, Honors, and Leadership

- Created a tool to increase work efficiency by up to 40% for the entire team. August 2019
- "Eagle Scout" Leadership Position, Scout Troop 840, October 2016
- "100% Attendance for the Entire Year" Award, Canyons Technical Education Center, November 2015.
- "Most Skilled Employee" Award, Canyons Technical Education Center, May 2015
- "Business Communications Intern" Award, Canyons Technical Education Center, May 2015
- High Proficiency in Bosnian and Serbian Language, as well as American Sign Language

**References Available Upon Request**