

Annura Ivins

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EDUCATION:

B.S. in Management Information Systems (Jon M. Huntsman School of Business)

UTAH STATE UNIVERSITY (Logan, UT)

May 2017

WORK EXPERIENCE:

Guest Experienced Captain

BUFFALO WILD WINGS (Lehi, UT and Logan, UT)

May 2014 – present

- Regulate “Eat Wings Raise Funds” Program
- Initiate guest Buffalo Circle enrollment
- Manage birthday celebrations, Fantasy Football parties, and Blazin’ Challenges

Account Creation Representative

ALDER ALARM PROTECTION (Orem, UT)

May 2015 – August 2015

- Created customer accounts
- Enabled alarm systems
- Handled billing information and charged customer accounts
- Ensured customer satisfaction
- Interfaced with network to control customer systems

Nanny

CHILD CARE (Lehi, UT)

June 2013 – September 2013

- Provided dependable and reliable weekly child care for three children
- Prepared meals
- Completed household chores
- Tended to children’s needs

Packaging and Shipping Clerk

CARD ACCESS (Draper, UT)

June 2012 - August 2012

- Programmed, tested, and assembled WiFi access points in a technical packaging facility
- Attached the product to a computer and performed final testing
- Packed the final unit into retail boxes and prepared it for shipment to the customer

PROJECTS:

- Market analysis for potential start-up
- Strategic marketing plan for local restaurant

SKILLS/QUALIFICATIONS:

- Self-motivated and Organized
- SQL and Databases
- Microsoft Office
- Program Management
- Windows
- Analysis and Database