## **Education**

## **Brigham Young University** Provo, Utah

## Bachelor of Science in Information Systems GPA: 3.96

* Academic Scholarships 2011, 2014, 2015
* Specialized Courses: Finance, Accounting, Calculus, Economics, Marketing, Information Systems, Principles of Business Programming, Entrepreneurship, Database Systems, Business Controls and Processes, Systems Analysis, Spanish
* Projects: using SQL, designed and created multiple databases; created a real estate property management software in C++; developed a data structure generator in C# (i.e. dictionaries, stacks, queues, etc.) with a graphical user interface; created a personal website through the use of HTML and CSS
* Member of Association for Information Systems (AIS) and Management Consulting Club (MCC)
* Dean’s list for Ira A. Fulton College of Engineering and Technology

## **Professional Experience**

## **Perfect Pitch & Teleserve** (sister companies) Lehi, Utah *Project Manager* September 2014-current

* Created a 10% growth in production by participating in and managing a scripting/flowcharting team, an XML programming team, and a voice recording team that collectively carried out the entire product creation process
* Doubled efficiency by designing and implementing a hardware system making it possible for reps to process twice as many calls
* Implemented Trello, reducing costs and improving communication between multiple internal teams across several remote locations
* Maintained positive client relationships by actively discovering expectations/needs, and then diligently seeking and applying solutions
* Designed a system that included tools such as Indeed.com, Google Forms, Excel Pivot Tables, Soundboard Technology, and Skype, to find, screen, interview, hire, train, and manage 20 employees, from a pool of over 500 applicants, which then generated over 300 leads

## **Self-Employed** Eagle Mountain, Utah *Piano Instructor* September 2014-September 2015

* Utilized the Alfred training method to facilitate the learning of multiple individuals who took great strides in personal capability and understanding of music
* Facilitated the mastery of several songs by using effective communication to clearly express expectations to students, and then regularly followed up on commitments

## **D&T Landscaping** American Fork, Utah

## *Lawn Crew* Seasonally May 2009-2011

* Applied an extensive use of teamwork, as a team-lead, on a team of 5-7 individuals that tended to the expectations of several clients
* Motivated others to exhibit a strong work ethic in the daily routine of performing hard manual labor

## **Volunteer Experience**

## **The Church of Jesus Christ of Latter Day Saints** Columbus, Ohio

## *Volunteer Representative* August 2012-August 2014

* Exhibited leadership in the managing and directing of over 100 fellow volunteer representatives
* Demonstrated social skills and public speaking abilities through the process of approaching, interacting with, and teaching thousands of unacquainted individuals

**Skills & Achievement**

* Experienced with Microsoft Office (Excel, Access, Word, PowerPoint), Google Drive (Docs, Sheets, Slides, Forms) and Trello
* Experienced with SQL Server, C++, C#, VBA, XML, HTML, and CSS, and flowcharting
* Selected by the Modesto City Schools Board of Education to receive the Character Recognition Award for initiative, the presentation of which was broadcasted on television
* Achieved the rank of Eagle Scout in the Boy Scouts of America Program
* Fluent in Spanish
* Enjoy playing the guitar, piano, and writing songs; enjoy sports such as tennis, ultimate Frisbee, ping pong, swimming/water polo, golf; enjoy high-adventure sports like wakeboarding, snowboarding, long boarding, dirt biking