Brandt Workman

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Objective- Expand my knowledge and understanding of web development by obtaining employment with a reputable and experienced company.

Education and Training

- Bachelors of Science- Major in Athletic Therapy & Minor in Psychology - 2014(Weber State University) 3.65 overall GPA
- Associates of Science - 2012 (Weber State University)
- High School Graduate - 2005 (Peoria High School in Peoria, AZ)
- Two year experience operating heavy machinery:
    - Skid Steer, Front End Loader, Track Hoe, Scraper, Pick-up Truck and Trailer
- Six Sigma Green Belt Training

Experience

Web Development

Oct. 2014 – Current
- Languages
    - HTML, CSS, Java Script, and Ruby
- Current Projects
    - Sales Assist (https://github.com/bworkman/sales_assist.git)
        - Application to aid salesmen in there organization and time management
            - Used HTML, CSS, Java Script and Ruby
    - Violet's Workshop (Currently being developed)
        - Online store for specialty item sales
            - Used HTML, CSS, Java Script and Ruby
    - Address Book (https://github.com/bworkman/Homework.git)
        - Application that stores contact information
            - Used HTM, CSS, and Ruby
    - Sox Page (https://github.com/bworkman/sox_page.git)
        - Static home page that routes to different parts of specific urls
            - Used HTML and CSS
    - Other small projects that have no functionality, only for practice and discovery

Office Manager   Cintas Corporation

Dec. 2014- Current   Salt Lake City, UT
- Oversee all office operations
- Manage A/R process
- Manage A/P process
- Act as part of the internal audit committee to verify policy and procedure implementation regionally

- Plan and Implement Six Sigma Tasks
- Develop and implement new initiatives surrounding A/R and uniform tracking
- Alleviate customer problems
- Serve as contact for key accounts
- Data entry of pricing and inventory ordering
- Manage department expenses
- Material cost accounting
- Minor IT support
- Serve as support to the General Manager

Clinic Manager   **Alpine Spine/Utah Spine Care**
Dec. 2011- Dec. 2014   Layton, UT
- Manage and train office staff
- Oversee daily clinic activities
- Manage budgets and income accounts in QuickBooks
- Plan and implement processes and follow up for Meaningful Use Program requirements
- A/P and A/R responsibilities
- Process employee and doctor payrolls
- Organized an implemented satellite clinic in Ogden Regional Medical Center
- Patient customer service
- Human Resources
- Medical Assisting

Administrative Assistant   **Alpine Spine/Utah Spine Care**
July 2011-Dec. 2011   Layton, UT
- Assist the clinic manager in all daily tasks
- Bookkeeping
- Document drafting
- Medical Assisting

Medical Assistant   **Alpine Spine/Utah Spine Care**
Jan. 2011-July2011   Layton, UT
- Assist medical providers with patient care
- Administer minor procedures
- Patient education
- Record vital signs and minor charting

Roofer/Operator   **L.C. Quality Construction**
Oct. 2006-Jan. 2011   Ogden, UT
- Operate equipment under direction of foreman

- Lead roofer
- Assist with making estimates

Language Skills
- Fluent in Spanish

Major Achievements
- Eagle Scout
- Attended Arizona Boys State
- Graduated High Honors (Weber State – Associates)
- Graduated Cum Laude (Weber State – Bachelors)
- Outstanding Athletic Therapy Graduate Nominee
- Self-Funded 80% of College Education