

# T. True Fullmer

P: (586)-804-1624 • E: [True.Fullmer@gmail.com](mailto:True.Fullmer@gmail.com) • LinkedIn : [www.linkedin.com/in/true-fullmer](http://www.linkedin.com/in/true-fullmer)

## EDUCATION

**Brigham Young University, BYU Marriott School of Business**

Educational Goal: **Bachelor of Science, Information Systems with a Minor in Spanish**

Projected Graduation: Apr 2022

Current Student

Provo, Utah

- GPA 3.90
- Dean's List at Brigham Young University

## SKILLS & ACHIEVEMENTS

- Proficient in web design and other business coding Including HTML, CSS, VBA, JavaScript, SQL, Python, ASP.net Core MVC
- Earned a OPI score of "Advanced Mid" in the Spanish Language
- Effective in managing a senior leader's schedule and controlling office inventory
- Achieved the rank of Eagle Scout in the Boy Scouts of America

## EXPERIENCE

**College of Fine Arts and Communications**

*Administrative Assistant to Assistant Dean of External Relations*

June 2020 - Present

Provo, Utah

- Worked directly with senior management to support accomplishment College-wide goals
- Organized and managed the Assistant Dean's schedule
- Kept office supplied with necessary equipment

**The Church of Jesus Christ of The Latter-day Saints**

*Training Facilitator/Actor*

April 2019 - June 2020

Provo, Utah

- Provided an enriched, learning experience for people going to other countries as missionaries
- Adapted training programs to individuals to maximize learning
- Learned to quickly adapt lessons to diverse needs

**The Church of Jesus Christ of The Latter-day Saints**

*Missionary*

April 2017 - April 2019

Tabasco, Mexico

- Learned Spanish language and Mexican culture
- Communicated quickly, efficiently, and with respect to diverse groups of people
- Led a team of 20 missionaries, from several countries, who worked and lived across an entire city

**Papa John's**

*Supervisor*

August 2016 - April 2017

Provo, Utah

- Guided coworkers during rush hours to maximize proficiency
- Managed inventory to minimize expenses
- Learned to service difficult customers

**Beaumont Hospital**

*Office clerk: X-ray Department*

September 2015 - June 2016

Troy, Michigan

- Developed communication skills with clients and coworkers
- Helped at-risk patients feel at ease during stressful visits

## EXTRA-CURRICULARS

- Active member of the Association for Information Systems (AIS)