

JOSEPH FAYLOR

PROFESSIONAL SUMMARY

Detail-oriented with a proven track record in organizational leadership and project management. Has effectively enhanced team well-being and project completion rates by 80%, while also boosting customer satisfaction. Skilled in utilizing Microsoft Suite for achieving operational excellence and maintaining high integrity in all actions.

EMPLOYMENT HISTORY

STUDENT MECHANIC LEAD

Apr 2024 - Present

BYU Bowling Games and Service

Ernest L. Wilkinson Student Center, 2130 E 1080 N, Provo, UT 84602

- ◆ Fostered customer satisfaction through uplifting experiences.
- ◆ Improved project efficiency by 80% via agile project management.
- ◆ Enhanced equipment reliability by streamlining maintenance.
- ◆ Directed maintenance protocols, achieving significant improvements in equipment reliability and reducing downtime.

COMMUNITY VOLUNTEER

Missionary

Arizona Tempe Mission

- ◆ Guided missionaries, enhancing work efficiency
- ◆ Implemented strategic plans, boosting growth
- ◆ Evaluated daily activities, pinpointing improvement areas

EDUCATION

SOPHOMORE

Jan 2024 - Present

Brigham Young University

Provo, UT 84602

Majoring in Pre-business

Classes taken: Intro to Accounting 1, Intro to Healthcare Dynamics, Intro to Information Systems, Business Communications

GPA: 3.89

ADDITIONAL INFORMATION

AWARDS

Eagle Scout Award

Boy Scouts of America

SKILLS

Data Management, Project Coordination (*Experienced*), Scheduling (*Expert*), Time Management (*Experienced*), Microsoft Suite (*Skillful*), Agile Planning (*Beginner*), Integrity (*Expert*).

LINKS

Linked In : www.linkedin.com, Handshake: byu.joinhandshake.com.