

Bradford Lovell

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Skills:

- Energetic
- Critical thinking/Problem Solving
- Speech
- Grammar and composition
- Participate/lead discussions
- Adobe Suite
- Google Workspace/Microsoft Office
- Motivated
- Work under pressure
- Organization

Sure-Loc - Administrative Specialist

01/2022 - Present

- Balance and prioritize work between customer experience team and warehouse needs.
- Act as the first point of contact for the company at the front desk.
- Welcome clients, visitors, and guests and assist them appropriately.
- Organize work between phone orders, emailed items, and warehouse orders.
- Assist colleagues whenever there is an opportunity to do so.
- Use Quickbooks to create invoices, type incoming orders, and answer questions.
- Use Microsoft Office including Excel, Outlook, and Word daily.
- Update and maintain files on sensitive information with confidentiality.
- Resolve product or service problems.

My Medic - Assistant Manager

08/2021 - 01/2022

- Second-in-command to the manager and assisted in daily operations.
- Took care of all managerial duties and paperwork manager's absence.
- Analyzed all operations and suggested improvements to the manager.
- Shipped up to 50% of all packages daily.
- Took inventory and communicated with other departments to fulfill orders.
- Assisted in training new employees and locating employees to best fitting tasks.
- Promoted specifically for my work ethic and ability to bring excitement every day.
- Known throughout the warehouse for my smile, positive attitude, and gift giving.

Salt Lake Community College - Peer Mentor

08/2020 - 08/2021

- Acted as a sincere and positive source of support to students.
- Assisted first-generation, undocumented, and nontraditional students through college.
- Advocated students' academic, personal, and professional pursuits.
- Worked with others to create an encouraging and inclusive support system.
- Coordinated with other departments to plan event details.
- Welcomed students and visitors and assisted with their needs.
- Answered incoming phone calls with a positive attitude.
- Worked with standard office equipment such as computers, printers, and copiers.

ARUP Laboratories - Specimen Processor Tech II**08/2020 - 05/2021**

- Processed and confirmed client data.
- Entered inventory, patient demographics, and test codes into the system.
- Prepared specimens for laboratory testing and analysis.
- Cleaned and maintained laboratory and equipment.
- Ensured specimens are properly labeled and tracked.
- Experimented with new techniques and methods for quicker processing.
- Processed 35 specimens per hour, the benchmark being 25 specimens per hour.
- Received and sorted incoming shipments in a timely manner throughout the shift.
- Promoted from Tech I to Tech II within the first six months.
- Trained as a backup Specimen Collector and offered a management position.

University Credit Union - Member Service Representative**04/2019 - 06/2020**

- Always smiling and keeping a clean, professional environment with my fellow coworkers.
- Willing to come in early and stay late to ensure projects were completed.
- Stand, carry, and move throughout long shifts consistently.
- Handle money, currency, and confidential information in a responsible manner.
- Enjoy talking and making new connections with members every day.
- Prepared and filed forms and other documents.

Get Air - Manager**12/2017 - 04/2019**

- Managed a team of 20 workers at an amusement park.
- Deposited, withdrew, and transferred over \$10,000 daily.
- Looked at each customer's needs individually.
- #1 in sales and upsold an average of \$25 with every transaction.
- Took inventory and ordered office supplies as needed.
- Raised \$8,000 for Breast Cancer and Autism Awareness.
- Called "Balanced Brad" for my team's lack of errors with money handling in a fast paced environment.

Jamba Juice - Team Member**02/2017 - 12/2017**

- Always smiled and kept a clean, professional environment with my fellow coworkers.
- Willingly came in early and stayed late to ensure all work was done and done well.
- Stand, carry, and move throughout long shifts with strength and purpose.

Education:**Salt Lake Community College****Graduated 2021**

- Graduated with Associates of Science in English Studies.
- Graduated with a GPA of 3.0
- Graduated from the Bridge to Success program and Bruin Scholars program.
- First generation student.

Hillcrest High School**Graduated 2018**

- Graduated with 20 college credits and over 28 high school credits.
- Obtained the Honors Diploma for my 3.7 GPA and 82nd percentile ACT scores.
- Recognized by peers and teachers in math and accounting classes.

Certifications:

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|---------------------------------------|-----------------------|
| - Computer Programming Python | - Digital Photography |
| - Engineering Principles | - Computer Science |
| - Digital Media | - Business Management |
| - Certificate of Achievement from BYU | - Interior Design |
| Foreign Language Fair | |

Interests:

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| - Video writing/Editing | - Developing concepts |
| - Exploring effective writing and design | - Cooking and baking |
| - Improv comedy | - History of late night talk shows |
| - Roller Skating | - Filming/Photography |

Character Traits:

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|------------------|-----------------------------------|
| - Trustworthy | - Detail oriented |
| - Enthusiastic | - Communicator |
| - Positive | - Self motivated |
| - Quick thinker | - Leader and team player |
| - Energetic | - Take responsibility for actions |
| - Great listener | - Outstanding work ethic |