Marissa Kearns Zander

PERSONAL SUMMARY

Self-motivated professional, eager to learn more in the UI/UX field with 5+ years in business relations.

Contact

Logan, UT 84321

801-554-9767

marissaraezander@gmail.com

Education

Southern Utah University
Bachelor of Science in Criminal Justice

Salt Lake Community College
Associates of Applied Science

Currently Attending:
Salt Lake Community College – Web Development Certification

Key Skills

Customer Service
Written & Verbal Communication
Marketing Strategy
Report Analytics
UI/UX Trainee
Web Development

Technical Skills

Salesforce
UC products
Microsoft Office Suite
HTML
JavaScript
CSS
Figma
Learning:
Python, PHP, and MySQL

Experience

December 2020 – January 2022
Business Assistant II • USU
- Upgraded process for inventory tracking for the entire University
- Advanced purchasing data to assist with future audits
- Trained college employees on best practices and procedures

November 2018 – November 2020
Supplier Support Manager • Telarus
- Created a process for onboarding new suppliers to company
- Updated Promotional Websites using HTML
- Partnered with 100+ businesses on their marketing strategy

December 2015 – November 2018
Business License Official • South Salt Lake City – Development
- Brought new businesses into the city
- Enhanced processes for submission of business licenses
- Expanded communication between city and state agencies

June 2014 – December 2015
Records Officer • South Salt Lake City – Police Department
- Manage private documents including police records and reports
- Established a new training system for training future employees
- Detail-oriented documentation of police interactions

Current Certifications

- ACE Leadership by Influence from AchieveUnite
- Intro to Technology and Web Dev from Tech Moms Inc

Volunteering

- Mesothelioma Applied Research Foundation – 2020 - Present
- Citizens Against Physical and Sexual Abuse – 2021 - Present
- Murray Police Department – Victim Advocate – 2014 -2015
- South Valley Services – Victim Advocate – 2012 – 2014

References

- Provided upon request