

# Michael Moser

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## Education

### Brigham Young University | Marriott School of Business

Master's in Public Administration/Minor in Information Systems

Business Communication | Statistics | Quantitative Decision Analysis

*Apr 2023*

Provo, UT

### Brigham Young University

Bachelor in Sociology/Minor in Communications

Quantitative/Qualitative Research | Presenting | Communications | Public Speaking

Honors/Awards: Dean's list honors | Sloan Speech Showcase Award

*Aug 2020*

Provo, UT

## Skills

- Public Speaking | Excel | Outlook | OneNote | Word

## Experience

### Brigham Young University Women's Basketball Team

*Graduate Assistant*

- Collaborated with coaching staff to learn techniques and habits to be effective.
- Assisted with team workouts and skill drills.
- Assembled film on future opponent schemes and designed plays to prepare our team for competition.

*Sept 2021 – Present*

Provo, UT

*Practice Player*

- Mentored players in preparing for upcoming competition as a scout player.
- Trained with the team for a minimum of 15 hours week contributing over 1000 hours over two years.
- Filled a leadership role for struggling players by working outside of scheduled practices and games.

*Sept 2018 – Apr 2020*

Provo, UT

### BYU Pathways Worldwide | Church of Jesus Christ of Latter-day Saints

*Executive Office Assistant Intern*

- Scheduled and supervised meetings the Vice Presidents of BYU-Pathways.
- Liaison between field operations executives, by taking important notes and delegating assignments given.
- Transcribed 100+ expense reports and financial records of purchases made by executives.
- Procured travel flights and hotels for conferences and business ventures.

*Jan 2021 – Aug 2021*

SLC, UT

### Provo School District

*Timpview High School*

- Excelled in our State Audit, receiving a 93-overall score, highest audit score in the State of Utah for 2017.
- Arranged the unique graduation ceremony for over 500 students in Timpview High School's class of 2020.

*Jun 2015 – Aug 2021*

Provo, UT

### Married Student Housing | Brigham Young University

*Student Manager*

- Trained 10 new student employees to provide them with the skills to be successful.
- Cleaned and prepared 25 apartments each week in order to meet strict schedules for incoming and outgoing residents.

*May 2015 – May 2020*

Provo, UT

## Service and Leadership

### Brigham Young University Events Management

*Events Management | Brigham Young University*

- Oversaw sporting events on campus by administrating and advising event staff, referees, coaches, and players.
- Delegated responsibilities to 15 event staff members based on individual talents and abilities to allow for smooth operation.
- Handled issues with fans, and parents, by calmly assessing situations, and cycling information through proper channels.

*Aug 2019 – Apr 2020*

Provo, UT

### Church of Jesus Christ of Latter-day Saints

*Representative Missionary | Church of Jesus Christ of Latter-day Saints*

- Served the people of Ventura, Pismo Beach, Oxnard, Simi Valley, and Thousand Oaks California.

*Jan 2013 – Jan 2015*

Ventura, CA