NOLAN FORD  
Provo, UT • 5206779178 • Fordnola4211@gmail.com

**EDUCATION**

Brigham Young University – Marriott School of Business

Bachelor of Science in Accounting, Minor in Information Systems

Master of Accountancy (Integrated Program – Expected 2028)

GPA: [Your GPA if 3.5 or above]

Relevant Coursework: Database Design, Business Programming, Data Visualization (Tableau), Financial & Managerial Accounting, Revenue Recognition, Accounting Information Systems

**EXPERIENCE**

**Facilities Associate**  
Missionary Training Center – Provo, UT | Mar 2025 – Present

* Manage logistical operations supporting 1,000+ missionaries; coordinate maintenance tasks and requests
* Use Excel and internal systems for scheduling, tracking work orders, and analyzing patterns in facility usage
* Collaborate across departments to improve efficiency and data clarity in task workflows

**Social Media Specialist**  
Mexico Tuxtla Gutiérrez Mission – Tuxtla Gutiérrez, Mexico | Jan 2024 – Mar 2024

* Designed and launched targeted outreach campaigns on Facebook and Instagram, boosting engagement by 40%
* Created organized content calendars and analyzed engagement data using Facebook Insights and Excel
* Enhanced team communication and visual consistency through Canva-based templates and schedules

**Full-Time Missionary**  
Mexico Tuxtla Gutiérrez Mission – Tuxtla Gutiérrez, Mexico | Jun 2022 – Jan 2024

* Trained over 20 missionaries on secure communication tools and mobile applications
* Provided technical support and introduced best practices for digital tools in remote environments
* Promoted digital literacy through hands-on mentoring and structured onboarding

**TECHNICAL SKILLS**

Data & Analysis: Excel (PivotTables, VLOOKUP, conditional formatting), Tableau, Google Sheets  
Business Tools: Meta Business Suite, Canva, Notion, Trello  
Web & Systems: HTML, CSS, JavaScript (basic), SQL (basic queries), Relational Database Design  
Communication Platforms: Slack, Microsoft Teams, Zoom

**PROJECTS**

Budgeting Web App (Design Stage)  
- Designing a simple and responsive web interface to help users visualize spending and savings goals  
- Focused on clean dashboards and minimal effort user input, with bank data and receipt parsing planned  
- Planning integration of visual elements like charts for monthly summaries and goal tracking

Social Media Engagement Dashboard  
- Developed a Tableau dashboard from mock data to visualize trends in engagement and follower growth  
- Built Excel-based reporting to model content performance and recommend scheduling strategies

**LEADERSHIP & SERVICE**

Mission Technology Coordinator  
- Supported technology operations across mission zones, ensuring smooth mobile app and communication use  
- Trained new missionaries in essential tools for digital proselyting and daily task coordination  
- Provided first-level support for technology issues and maintained secure system usage