

Preston Larson

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EDUCATION

Brigham Young University

Apr 2019

Provo, UT

Generals

- Phi Kappa Phi Honor Society
- Golden Key Honor Society

LDS Business College

Apr 2016

Salt Lake City, UT

Associate of Science in Business Major

- GPA 3.93
- Dean's List in all four semesters

EXPERIENCE

EnerBank USA

Jan 2017–Present

Provo, UT

Customer Service Coordinator

- Trained 10 new hires on all customer service systems and duties
- Created and update procedures for the team
- Resolved escalated supervisor calls
- Responded to email requests sent to team management

Northwest Research, Inc.

Jul 2012–Dec 2016

Salt Lake City, UT

Digital Assistant to CEO

- Cataloged and edited over 1500 private and sensitive files to the specific instructions of the CEO
- Researched the tested the development of new scanning techniques
- Trained senior management on cutting edge technologies

LDS Church

Apr 2013–Apr 2015

Minneapolis, MN

Voluntary Representative

- Guided new volunteers in daily responsibilities
- Managed a team in setting and achieving goals
- Assisted various communities with their individual needs

Autobahn Motors

Sept 2011–Mar 2013

Bountiful, UT

Lot Technician

- Processed and arranged valuable inventory
- Detailed interior and exterior of automobiles to ensure quality
- Assisted with the repair and service of equipment.