



Randa Viets

Salt Lake City
UT 84101

(385) 218-1445
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EDUCATION

University of Utah

Coding Bootcamp
Currently Attending
Aug. 2019 - Feb. 2020

Madison College

Engineering Transfer
Dean's List; Student Senate,
Performing Arts, Math Club
2012 - 2014

Tehachapi High School

High School Diploma
Advanced Placement & College
Credit Courses
2005 - 2008

SKILLS

- HTML
- CSS
- Bootstrap
- Javascript
- jQuery
- APIs
- Firebase
- Node.js
- HeatPress Operation
- Embroidery

EXPERIENCE

Member Service Representative, University Federal Credit Union

Salt Lake City, UT July 2019 - Present

Responsible for handling customer financial transactions such as deposits, withdrawals, certified funds, domestic and international transfers. Knowledgeable of the ins and outs of the federal banking systems and regulations. Promote Credit Union services such as money markets, certificates of deposits, lines of credit, financial services, and promotional offers.

Convention Department Manager/Sales Rep, Shark Robot

Springville, UT March 2017 - June 2019

Ran a team consisting of three on-site brand representatives, along with thirty remote employees. Handled all air travel, hotel and rental car bookings. Comprised all convention details, expense reports, time-cards, and sales within a shared Google Sheets account. Reported sales tax to a myriad of states that we operated within. Setup an account with a brokerage company to handle import and export fees and expanded the company's reach into international conventions. Oversaw licensing and permits for commercial vehicle travel, as well as vehicle maintenance.

Director's Assistant, Taylor Sheridan

Park City, UT February 2016 - March 2017

I completed all tasks requested by Mr. Sheridan to facilitate the production of the movie WIND RIVER. My main purpose was to be a conduit of communication with his manager, his agent, the Directors' Guild Association, producers, actors, and varying agencies. Other tasks included handling all travel arrangements, travel to assist with out-of-town appointments, and the planning and setup of stakeholder gatherings. This required a creative approach to problem solving, handling obstacles as they arose, and a highly evolved ability to multi-task.

REFERENCES

Dave Stanworth
Shark Robot
Owner/CEO
(801) 635 - 7296

Jim Hensler
Dan Jones & Associates
Manager
(801) 456 - 6758

Taylor Sheridan
Director/Screenwriter
Grace Morton (Personal Assistant to Mr. Sheridan)
(310) 600 - 0296