

Stacee Bird

1321 East 4600 South Ogden, UT 84403 | (307) 220 4845 | staceebird@gmail.com

Experience

2021 – Present

Morning Shift Baker / Crumbl, Riverdale UT – (801) 589-4531

- Efficiently weigh out, decorate, and box cookie dough.
- Communicate well with the customers and help them anyway I can.

2020 – 2021

Part-Time Custodian / Weber State University, Ogden UT – (801) 626-6331

- Maintained a clean school and office environment to ensure efficiency.
- Efficiently cleaned the areas I was assigned to.

2019 – 2020

Cleaning Lady and Shop Manager Assistant / Summit Line Construction, Wamsutter WY – (435) 657-0721

- Maintained a clean office environment to ensure efficiency.
- Efficiently made part runs by planning out my trip.
- Communicated well with the shop manager.

2016 – 2019

Part-Time Secretary and Cleaning Lady / Haystacks Inc, Wamsutter WY – (307) 324-5070

- Increased my communication skills by contacting other companies.
- Arranged files from oldest to newest, or in alphabetical order.
- Maintained a clean office to ensure efficiency in the workplace.
- Intermediate with QuickBooks, Microsoft Office, App Sheet, and Google Sheets.
- Efficiently checked invoices and tickets.
- Increased the work needed to be accomplished.

2013 – 2016

Childcare / Wamsutter WY

- Increased my patience tolerance.
- Committed to putting the children's needs first.

Education

2020 – 2022

Associates in Web and User Experience / Weber State University , Ogden UT

- 3.77 GPA
- National Society of Leadership and Success
- Proficient with Canvas
- Academic Excellence Award (Fall 2021 Semester)
- Web and User Experience AAS Outstanding Student of the Year (2021-2022)

2019 – 2020

General Classes / Western Wyoming Community College, Rock Springs WY

- 3.65 GPA

- National Society of Leadership and Success, starting Spring 2020 semester.
- Took only online courses
- Proficient with Canvas
- Dean's Honor Roll (Fall 2019 Semester)

May 2019

High School Diploma / Niobrara County High School, Lusk WY

- 4.0 GPA
- National Honor Society: 2016-2019
- Assisted the President during my time as the Vice President in the National Honor Society from 2018-2019.
- Honor Roll: 2015-2019
- Valedictorian
- SWAT (Students with a Target): 2016-2019