

# First Last Name

Phone Number

| LinkedIn URL

email address

## Insert Job Title You're Applying To

### EDUCATION

**B.S. Technology Systems, emphasis in Information Technology**

May 2022

**Minor: Spanish**

3.97 GPA

*Utah State University, Logan, UT*

- Dean's List for 3 consecutive semesters

### RELEVANT EXPERIENCE

**Web Developer**, Twisted Sugar, Logan, UT

Aug 2018 – Current

- Designed & developed user-friendly website and app to including weekly specials and online ordering
- Corresponded with stakeholders to show increase in users by presenting data in easy to understand format
- Collaborated with team of 3 to brainstorm engaging content
- Monitored & maintained the website for bugs in order to have the stake holders to have a good customer experience

**College Mentor**, Code to Success, Logan, UT

Jan 2019 – May 2019

- Initiated participant learning and engagement the learning of the kids by programming & executing daily quizzes resulting in high levels of learning
- Responded to participant's questions and explained complex concepts in simplified manner to ensure better understanding
- Communicated with parents to convey progress of the participant and answer any questions the parents had with concerns to their child's learning
- Taught participants foundations of HTML, CSS, & JS in order to fully understand their knowledge of the topics they were learning

### TRANSFERRABLE SKILLS

#### Communication & Problem Solving

- Communicated with students, other peer advisors, and academic advisors to ensure students were on track to graduate in a timely manner and have access to the needed tools
- Interacted with customers to identify needs and solutions, leading to compiling orders up to \$1200
- Adapted to new culture and Spanish language quickly to create strong connections with community members resulting in more effective service

#### Leadership & Teamwork

- Collaborated with academic advisor about student needs and course requirements to effectively advised students and to minimize duplicating work
- Oversaw 3 volunteers and facilitated weekly meetings and 1:1 conversation to provide constructive feedback and generate best practices
- Trained new employees on store policies and efficiency on shift with clear communication and professionalism

#### Technical Skills

HTML   JavaScript   Adobe Suite   Python   Microsoft Office

### WORK & LEADERSHIP HISTORY

**Ambassador**, USU College of Agriculture and Applied Sciences, Logan, UT

Aug. 2019 – Present

**Peer Advisor**, *Utah State University*, Logan, UT

Aug. 2016- Current

**Cashier**, Lee's Marketplace, Logan, UT

Feb. 2017 – May 2018

**Spanish Speaking Service Volunteer**, *Non-profit organization*, Spain

Sep. 2013-Mar. 2015