

First Last Name

Phone number

professional email address

LinkedIn URL

Insert Job Title Applying To

EDUCATION

Bachelor of Science, Technology Systems

Emphasis in Technical Management

Minor in Leadership Management

Utah State University. Logan, Utah

May '21

GPA 3.4

TRANSFERRABLE SKILLS & EXPERIENCE

Leadership & Management

- Led and educated teams of students in the Civil Engineering Department to create innovative projects for annual competition
- Maintained accurate timelines, key milestones, and communications internally to achieve efficiency in completion of projects
- Increased and improved work flow with responding to international engineering documents by 50%
- Improved sales and repair margins in Atlanta, Oakland, and Minnesota facilities by 200%

Communication & Interpersonal

- Collaborated with team of 5 to analyze goal process and to identify areas of improvement
- Manage point of sales systems, utilizing reports to communicate methods and analyze performance data
- Authenticating field data and developed team communication through rotation of tasks

Organization & Planning

- Maintained safety protocols to protect survey equipment valued over \$60,000 dollars
- Developed project plans, decide strategic and tactical approaches to solving problems
- Created standard works for special projects and maintained accuracy of data through online excel spreadsheets
- Organized and prioritized all tasks of daily activities with daily operation goals

TECHNICAL SKILLS

Cisco WebEx

Adobe Connect

Auto-CAD

Solid Works

Adobe Suite

Sales Force

WORK & LEADERSHIP HISTORY

Engineering Assistant - Utah State University. Logan, UT

Assoc. Project Manager - ThermoFisher Scientific. Logan, UT

Assistant Manager - Dyson. Salt Lake City, UT

Aug 16'-May 18'

Nov 15'-June 17'

Feb 14' – Nov 15'