



Amy Frost

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Education

Brigham Young University

Bachelor in Engineering

Emphasis in Structural

Estimated Graduation: Apr 2021

Relevant Coursework:

- » Statistics 101: Developed skills in Microsoft Office Suite
- » Teaching Fundamentals: Learned how to schedule and develop plans

Skills

- » Text analysis
- » Speed reading
- » Money management
- » Accounting
- » Microsoft Word
- » Microsoft Excel
- » Microsoft PowerPoint
- » Typing: 80+ WPM

Interests

I enjoy singing, playing, and listening to all kinds of music. Recently I've been working on becoming better at digital art. I love noticing and sometimes drawing birds of all sizes going about their daily lives. Additionally, I enjoy logic puzzles and sudokus.

Work Experience

Building Care Specialist, Brigham Young University | Jan-Dec 2019

- » Organized areas for events and daily client office usage
- » Performed tasks while allowing office flow and studies to be uninterrupted
- » Solved problems related to customer satisfaction and needs
- » Completed daily task lists within deadlines
- » Prepared for and contributed to company events
- » Resolved discreet day-of adjustments
- » Communicated with team regularly
- » Maintained consistent weekly schedule
- » Prioritized clients' needs
- » Trained new employees
- » Complied with and enforced health and fire codes

Click-List Clerk, Kroger | May-Dec 2018

- » Balanced daily tasks with as-needed tasks for best workflow
- » Coordinated with team to collect and organize stock and individual orders
- » Met hourly deadlines and coordinated schedule with customers for pickup
- » Coordinated schedule and goals within and between teams
- » Maintained relationships with new and repeat customers
- » Memorized stock and layout of floor
- » Implemented Make It Right program to resolve issues and deliver satisfactory customer service
- » Processed client payment
- » Ensured consistent product fulfillment on deadlines

Intern, Bigelow & Co. Organ Builders | Dec 2017-Apr 2018

- » Worked with a team to manufacture pipe organs
- » Apprenticed with master builders
- » Learned professional skills including task and time management and problem solving
- » Organized stockroom and other necessary components
- » Maintained uniform production quality
- » Completed required daily tasks
- » Performed more than one task at a time
- » Participated in hosted events
- » Explained the project and process to visitors and interested parties
- » Followed blueprints for detailed mechanisms