



Brooke Anderson

Provo, UT

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andygrafix.com

Education

Digital Media Certificate

Mountainland Technical College, Lehi UT (Aug 2023-Dec 2024)

Non-degree Coursework

BYU Flex GE Program, Provo, UT (Aug 2022-April 2023)

University of Mary Washington, Fredericksburg, VA (Aug 2019-April 2020)

Work Experience

Cashier

Penguin's Snoballs, Norfolk, VA
March 2018-August 2022

* Collaborated effectively with team members to ensure a smooth and efficient operation during peak hours, providing fast and friendly service to all customers.

* Juggled multiple tasks simultaneously, including preparing orders, handling payments, and restocking supplies, all while maintaining a positive customer experience.

Catering Server

Magleby's Restaurant, Springville, UT
September 2022 to Present

* Delivered top-notch customer service by anticipating guests' needs and ensuring they had a memorable experience at events.

* Quickly tackled any issues or concerns that arose, ensuring guests left happy and satisfied.

Volunteer Work

Full-Time Missionary

The Church Of Jesus Christ Of Latter-day Saints, Atlanta, GA
October 2020-April 2022

* Trained new missionaries and conducted public speaking and one-on-one discussions.

* Resolved conflicts, demonstrated respect and friendliness, and educated students in English grammar.

SKILLS

Spanish Fluency

Microsoft Office Proficiency

Adobe Creative Suite

Motion Design

Entry HTML

CSS Styling

UX/UI Design

Web Essentials

Customer Service Excellence

Team Leadership & Training

Conflict Management & Resolution

Organizational & Multitasking Skills

