

PAUL D. YADON

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EDUCATION

Bachelor of Science, Business Management

Brigham Young University – Idaho

May 2019

Rexburg, ID

- Minor: Finance
- Finance GPA: 3.8
- Received multiple academic scholarships

WORK EXPERIENCE

Program Development Assistant

Johnson and Marley Products

Apr 2018 – Present

Salt Lake City, UT

- Increased efficiency of service request process by creating advanced Excel estimation models, which analyzed department statistics and forecasted future needs
- Played a crucial role in preparing new online scheduling software and in training 4 office employees for its successful, on time launch and implementation

Intern

The Amden Group

Sep 2018 – Apr 2018

Lehi, UT

- Reconciled transactions totaling more than \$4 Million via QuickBooks, for a small development company and their subsidiaries
- Organized and scanned over 7,000 documents into electronic folders on company server for easy key-word searches and backups

Shipping Administrator

Storcare, a Division of Safeway

Apr 2018 – Sep 2018

Calgary, Canada

- Eliminated errors and ensured accurate accounting by comparing inventory auditing records
- Updated shipping confirmation sheets in Excel to provide clearer reporting procedures
- Edited corporate orders daily in Microsoft Access to maintain correct inventory records
- Trained eight full-time and temporary staff members in administrative duties, while running an understaffed office

Level III Material Handler

Sears Canada Inc. Warehouse

Apr 2017 – Sep 2017

Calgary, Canada

- Maintained proper inventory levels amid fluctuating needs and suppliers, which assisted entire unit in providing timely and accurate products to worldwide clientele
- Adapted to entirely different responsibilities as training increased four times within three months
- Promoted to trainer after six weeks of employment and successfully oriented seven new employees to the point of competency

VOLUNTEER EXPERIENCE

Full-Time Volunteer

The Church of Jesus Christ of Latter-day Saints

Mar 2017 – Mar 2017

Las Vegas, NV

- Analyzed team statistics to determine weekly training meeting topics and teaching methods, which assisted in achieving group improvement goals
- Conducted, planned, and taught at meetings for groups of up to 20 volunteers on ethics, communication, and teaching skills