

Paul Dorrington

907 E 1820 N | North Logan, UT 84341 | pyadon@gmail.com | 435.111.1111

This helps federal employers know how to filter your application.

Citizenship: United States Citizen
Veteran Status: Not Enlisted or Veteran
Desired Locations: United States

High school information is irrelevant unless you are a brand new college freshmen or it is a significant leadership or other experience relevant to this job.

EDUCATION

Bachelor of Science, Management

Brigham Young University

Apr 2019

Provo, UT

- Minor: Computer Information Technology
- GPA: 3.7
- Received multiple business scholarships based on academics and faculty recommendations
- Related Courses:
 - Systems Security
 - Object Oriented Programming
 - Database Design and Development
 - Systems Analysis and Design
 - Web Development
 - Business Communications

COMPUTER SKILLS

Proficiencies

- HTML, iOS Development, Java, Microsoft Office Suite, PHP, Ruby on Rails, and QuickBooks

Competencies

- Adobe Captivate, CSS, MySQL, Objective-C, Oracle, Python, Wiki Editing

If position requires licenses, programming languages, hard skills, certifications, etc., list them in a separate section. Use terms audience will understand.

RELEVANT WORK EXPERIENCE

Program Development Intern

The Amden Group

Apr 2018 – Present

Lehi, UT

- Reconciled transactions totaling more than \$4 Million via QuickBooks, for a small development company and their subsidiaries
- Eliminated errors and ensured accurate accounting by comparing inventory auditing records
- Increased efficiency of service request process by creating advanced Excel estimation models, which analyzed department statistics and forecasted future needs
- Adapted to entirely different responsibilities as training increased 4 times within 3 months
- Played crucial role in preparing new online scheduling software and in training office employees for successful, on time launch and implementation
- Promoted to trainer after 6 weeks of employment and successfully oriented 7 new employees to the point of competency while running an understaffed department
- Maintained proper inventory levels amid fluctuating needs and suppliers, which assisted entire unit in providing timely and accurate products to worldwide clientele

Bullets are easier to skim through than paragraphs.

The MITRE Corporation

Technical Intern (Onsite & Remote)

Sep 2017 – Apr 2018

McLean, VA

- Enhanced abilities to demonstrate exactness under pressure while learning Python scripting language to decompress, decode and categorize malware files in half the typical training time
- Honed analysis skills while cataloguing 47 archived “flavors” of Debian, Ubuntu, Fedora, and CentOS Linux
- Increased project efficiency and communication while building secure wiki and bug-tracking server to coordinate 8 team members’ responsibilities
- Increased customer satisfaction and clientele inquiries while working with team members to redesign structure, content, and visual appeal of customer website

Make sure bullets show impact and get at top skills audience wants.

In a federal resume, applicants typically include many more bullets per experience than they would in a chronological resume.

Paul Dorrington

907 E 1820 N | North Logan, UT 84341 | pyadon@gmail.com | 435.111.1111

RELEVANT WORK EXPERIENCE CONT...

BYU Information Technology Training Center

Sep 2016 – Aug 2017

Student Assistant

Provo, UT

- Created group management web application with Ruby on Rails which dynamically builds web pages from information stored in a MySQL database
- Gained rapid competence in core responsibilities of remote assistance, video and audio editing, and customer service
 - Earned performance certifications within 3 weeks
- Enhanced interpersonal skills while consulting one-on-one with faculty members to effectively manage online courses, while increasing professors' understanding of the system
- Increased faculty and student efficiency and grading accuracy by delivering monthly system-use orientation meetings with new and faculty and teaching assistants
- Created image-capture tutorials via Adobe Captivate which trained instructors to capture, convert, and burn video files using Adobe Premiere

Syringa Networks

May 2016 - Aug 2016

Internet Tech Support Specialist

Provo, UT

- Ensured customer satisfaction while providing accurate, timely, and conscientious over-the-phone internet technical support for businesses and organizations
- Enhanced ability to creative solve problems under pressure while resolving connection issues with wireless internet customers
- Adapted procedures and processes to customers from various competency levels and cultural backgrounds

VOLUNTEER EXPERIENCE

Development Intern

Sept 2018 – Dec 2018

Operation Underground Railroad Rescue

Provo, UT

- Collaborated with 5-intern team to conduct foundational research for donor development proposals and implement pilot program on BYU campus
- Gained significant understanding about impact of human trafficking on individuals, families, and society
- Increased exposure to the dynamics of start-up non-profits, higher education institutions, and law enforcement agencies
- Increased volunteer and student donor participation by 25% through one-on-one and small group networking and delivering presentations to student clubs and relevant campus departments
- Enhanced diplomacy and public relations skills while discussing project importance with multiple department chairs

Volunteer

Sep 2017 – Dec 2017

Utah State Hospital

Provo, UT

- Provided bi-weekly recreational activities to adults and children with schizophrenia and behavior conduct, affect, and dissociative identity disorders
- Significantly increased capacities to maintain emotional composure and optimistic outlook under high-pressure circumstances and adapt to a variety of personalities, backgrounds, and needs

Paul Dorrington

907 E 1820 N | North Logan, UT 84341 | pyadon@gmail.com | 435.111.1111

VOLUNTEER EXPERIENCE CONT...

Full-Time Volunteer

Sept 2013 – Apr 2015

The Church of Jesus Christ of Latter-day Saints

Buenos Aires, Argentina

- Analyzed team statistics to determine weekly training meeting topics and teaching methods, which assisted in achieving group improvement goals
- Conducted, planned, and taught at monthly training meetings with 120 full-time volunteers from 60 different regions on ethics, communication, and teaching skills
- Planned and spoke at three half-day leadership conferences attended by 50 people
- Created program to facilitate genealogy efforts and instructed leaders from 7 congregations on implementation
- Acquired strong proficiency in written and spoken Spanish within 5 months
- Taught life improvement principles in Spanish in individual, small group, and large group settings
- Collaborated with local non-profits to organize volunteers for food and clothing drives and to distributed to those in need

Project Lead (for Eagle Scout Award)

Apr 2013

Boy Scouts of America

Denver, CO

- Earned Eagle Scout award after managing a 180-hour community action clean-up project
- Developed public relations and networking skills while soliciting funds and obtaining \$2000 for project, through initial door-to-door inquiries and social media marketing campaign
- Recruited and oversaw fundraising, marketing, event planning, and project efforts of 30 volunteers

ACHIEVEMENTS

- First place: New Jersey Veterans of Foreign Wars Essay Competition
- Performed on BYU Ballroom Dance Team (2013-2014)
- Colorado State Debate Champion (2011)
- Colorado State Voice of Democracy Speech Winner (2010)
 - Awarded a scholarship and trip to Washington DC to meet President Obama
- Founder of Young Republicans Club in Denver, CO (2010-2011)
- Colorado Denver Region 1st Chair Violinist (2010)