# Braden Hansen

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Lawrenceville, Georgia 30045 han02004@byui.edu

**Education**  **Brigham Young University Idaho** Rexburg, Idaho

* Bachelor of Arts in Finance
* Minor in Computer Information Technology

**Experience Hansen Property Management** Lawrenceville, Ga 1997 – 2003, May ‘05 – Aug ’08

* Position: General Maintenance
* Supervised general and specialized maintenance for several hundred individual properties
* Responsible for training new employees
* Data entry of work orders into the company database
* Purchased parts and supplies
* Designed and Developed the company’s website and online application

**Kelly Canyon Ski Resort** Ririe, IDJanuary 2008 – April 2008

* Position: Ticket Office
* Customer relations and general ticket sales
* Coordinated with schools for their weekly ski trips
* Completed daily financial closing reports
* **Southern HealthCare Management** Atlanta, Ga August ‘08 – December ‘08
* Position: Business and Information Technology Intern
* Designed new excel models for record keeping
* Assisted with the thin client roll out
* Converted the company’s paper forms into electronic forms

**Volunteer Work**

* LDS church representative in Portugal **-** April 2003 – May 2005
  + Supervised, trained, and taught church members and other church representatives
* Adult leader for church youth groups - Summer 2006

**Skills Languages**

* Fluent in written and spoken Portuguese
* Speak and understand limited Spanish

**Technology**

* Microsoft Office: Word, Excel, PowerPoint, and Outlook
* Dreamweaver, Photoshop, Fireworks, Acrobat Professional
* Basic Networking and computer repair
* Proficient in HTML/CSS and PHP