

R. Michael Rae

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Education:

- Brigham Young University-Idaho, Rexburg, Idaho** 1/05- Current
- Bachelors of Science in Organizational Communication, Minor in Business Management, expected 8/09
 - Cumulative GPA of 3.49

Work Experience:

- Chief Information Officer, Banana Cabana, Rexburg, Idaho** 4/08-7/08
- Worked through the complete life cycle of a student run startup.
 - Oversaw implementation of key tools to track inventory and sales records.
 - Filled many roles in addition to that of CIO including sales, production, and scheduling.
- Computer Help Desk Attendant, BYU-Idaho, Rexburg, Idaho** 3/06-Current
- Primary duties involved assisting up to 200 students and faculty daily, with technical support issues.
 - Multi-tasking; often working on up to 10 jobs at once.
 - Led a team of 3 employees, to automate common tasks, such as secure data backup.
- PPQ Aide, United States Dept. of Agriculture, Idaho Falls, Idaho** 8/06- Current
- Collected soil samples in a precise and controlled manner, which required following strict protocol.
 - Quality teamwork led to expanded opportunities within the project, including a promotion to crew lead.
 - Initiated a mechanical sampling operation capable of reducing man hours by an estimated 75%.
- Carpenter, Kozy Kabin Construction, Rigby, Idaho** 9/05-12/05
- Framed and finished custom-built second homes.
 - Worked as a member of a team, to achieve perfection in our products.
- Delivery and Installation Specialist and Salesman, Sears of Enumclaw, Enumclaw, Washington** 9/04-12/04
- Received merchandise, scheduled deliveries, and installed the product.
 - Primary duty was to create return customers, by leaving a positive impression with the customer.
 - Salesperson of the month, November 2004, while working less than 20 hours weekly on the sales floor.

Volunteer Experience:

- Financial Discovery Program-Manager, BYU-Idaho, Rexburg, Idaho** 1/08- 4/08
- Managed the progress and team work of 3 course-building groups of 3 to 5 people.
 - Offered expertise by giving advice and by creating new materials to fit each team's needs.
- Chairman, BYU-Idaho College Republicans** 5/06-8/06
- Helped create a strong program with, over a 400% membership increase from previous summer terms.
- Full-time Volunteer Representative, The Church of Jesus Christ of Latter-day Saints** 8/02-8/04
- Developed necessary skills in scheduling, public speaking, and resolving concerns.
 - Instructed groups of up to 200 people daily.

Accomplishments and Skills:

- Eagle Scout; 1997
- Newel K. Whitney Outstanding Student Award; 2009
- Microsoft Office 2007 including Excel
- Adobe Creative Suite 4 including Illustrator, Photoshop, and InDesign.