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SPENCER
BEAN



EDUCATION Masters of Information Systems Management Grad Date
Brigham Young University Apr 2013
3.87 - Information Systems GPA *Provo, UT*
3.81 - Overall Cumulative GPA

EXPERIENCE Computer Programmer 2010 | PRESENT
BYU Office of Information Technology - Infrastructure Services *Provo, UT*

- Collaborated with teams to evaluate problems and implement solutions affecting 100,000+ end users
- Developed a custom training module on Time Reporting viewed by all full-time and part-time employees

Microsoft Office Subject Matter Expert 2010 | PRESENT
Certiport, Inc. *American Fork, UT*

- Wrote 30+ exam questions now being implemented on Microsoft Office certification exams
- Referred 7 other subject matter experts now actively engaged in certification exam writing and review
- Participated in setting the passing score for 6 certification exams now being distributed worldwide

Senior Software Instructor / eLearning Consultant 2008 | 2010
BYU Office of Information Technology - Production Services *Provo, UT*

- Developed a robust training curriculum for the Adobe Captivate 4 class taken by over 500 students
- Trained and actively supported personnel responsible for creating and distributing training modules to 6,000+ student employees at Brigham Young University
- Taught over 200 course sessions in the Adobe Creative Suite and Microsoft Office programs for students and faculty

Volunteer Representative 2006 | 2008
The Church of Jesus Christ of Latter-day Saints *Sweden*

- Prepared and led large training sessions with 100+ participants
- Mentored leaders and new volunteers in personalized, one-on-one settings

SKILLS Software/Languages

- **Adobe:** Acrobat, Bridge, Captivate, Dreamweaver, Flash, Illustrator, InDesign, Lightroom, Photoshop
- **Microsoft:** Access, Excel, PowerPoint, OneNote, Outlook, Project, Publisher, Visio, Word
- **Other:** CSS, HTML, Java, JavaScript, PHP, Qualtrics, WordPress

Other

- Avid traveler
- Theater actor/singer
- Fluent in Swedish
- Eagle Scout