

KARRAH J. SPENDLOVE

• EMAIL - u1254105@utah.edu

University of Utah, Bachelor of Science Geology

EDUCATION

University of Utah, Department of Geology and Geophysics, 2019-present

Bachelor of Science Geology

- GPA: 4.0
- Recipient of the Earl S. Johnson Scholarship
- Recipient of the Dorothy R. Goode and Wasatch Gem Society Scholarship
- Recipient of Cooper-Hansen Foundation Scholarship

GEOLOGY PROJECTS

University of Utah, Department of Geology and Geophysics, December 2020-present

Laboratory Assistant

- A project to create a virtual library of three-dimensional rock samples.
- Duties included thoroughly photographing hand samples and then creating 3D models of the samples.

WORK EXPERIENCE

University of Utah, Housing and Residential Education

Resident Advisor, August 2020-present

- Provided assistance to residents of the University of Utah housing, informing residents of ongoing events, and addressing policy violations within the University of Utah dorms.
- This required interpersonal skills, conflict resolution skills, and implacable time management in order to adequately help all of the residents under my jurisdiction.

Desk and Mail Room Manager, July 2020-present

- Responsibilities included providing assistance to desk and mailroom assistants, addressing concerns of both parents and residents regarding University of Utah processes, and locating missing packages.
- This required advanced problem-solving skills as well as interpersonal skills.

Mail Room Assistant, August 2019-April 2020

- Responsibilities included sorting and distributing mail to residents, answering any questions residents have, and assisting residents in finding resources around campus.
- This required goal-orientation and attention to detail in order to correctly deliver mail.

Ross Stores, Inc, May 2020-July 2020

Front End Supervisor

- Responsibilities included managing and directing all cashiers, training new cashiers, as well as being the first point of contact in customer concerns.
- This required resource management, interpersonal skills, and conflict resolution.

GBS IP, PLLC, September 2018-March 2020

General Administrative Assistant

- My responsibilities include preparing and submitting client invoices, preparing Information Disclosure Statements for filing with the United States Patent & Trademark Office, and drafting correspondence in response to various issues raised by the Patent Office in pending patent applications.
- This required incredible detail-orientation skills in order to successfully file Information Disclosure Statements as well as address issues raised by the Patent Office.

Laubscher Spendlove & Laubscher, PC, August 2017-August 2018

General Administrative Assistant

- My responsibilities include preparing and submitting client invoices and preparing Information Disclosure Statements for filing with the United States Patent & Trademark Office.
- This required incredible detail-orientation skills in order to successfully file Information Disclosure Statements.