

# LANCE CARSON HERBERT

262 N 750 E  
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(801) 865-0111  
carson.herbert92@gmail.com

## Education

- In pursuit of a Masters Degree in Business Administration.
- Bachelors of Science, Utah Valley University Class of 2018, Major in Hospitality Management (Revenue Management Education Track)
- Fluent in the Spanish Language
- Spent two years in the Yucatan Peninsula (Mexico) learning and teaching religious practices
- Completed a Information Technology Business Management Training Program (CTEC)
- Completed the requirements for a Utah State Contractors Licence in Construction

## Job Experience

- Ferrari Fence Co; Administrative Manager and Foreman; June 2017- Present
  - *Supervising day-to-day operations of the administrative department. Hiring, training, and evaluating employees, taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures (payroll, insurance, etc.). Analyze revenue and determine adequate times for Investment and communicate with China to ensure that Investment materials make it to the USA.*
- American Fence Co; Subcontractor; September 2017-Present
  - *Prepare the site area for installation; Install rental fence. Field repair temporary fence panels for quality assurance. Work with customers for information and questions regarding site specifications. Ensure the specifications for the site have been met by the crew. Completes administrative tasks such as collection of signatures for all work performed, employee time sheets, and other paperwork. Inspect and complete safety checklist for all equipment, power tools, and machinery prior to each use.*
- Marriott's Mountainside Park City; Front Desk Intern December 2016- June 2017
  - *Handle guest check-in and checkout efficiently and in a professional manner. Answer phones and use the correct telephone etiquette. Develop a thorough knowledge of resort software, property, resort staff, resort services and the hours of operation. Handle guest complaints in a professional and hospitable manner. Completed credit checks for guests. Ensure a correct cashier closing, following accounting guidelines and procedures.*
- New Star Communications, Sales Team Lead; February 2014 – October 2016
  - *Inside Sales during the winter, outside door to door sales during the Summer; Held quotas and assisted team members to achieve their quotas as well; Recognized as a top five sales representative in the 2015 Summer Season.*

## Special Certifications

- Utah State Word Processing Basics Test Certification; Utah State Computer Technology Test Certification; Utah State Word Processing Fundamentals Certification; Internet and Computing Core Certification (IC3) Qualified; Business Communications competency Certificate; Information Management competency Certificate

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## References

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Assistant Commissioner - Institutional Research and Analysis  
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Chase Herbert  
New Star Communications  
Regional Manager  
(801) 669-2804

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Robert Hakes  
American Fence Company  
Temporary Fence Sales Manager  
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