

# Taylor A. Smith

Phone: 801-230-7802  
E-mail: taylor.adam.smith@gmail.com  
Address: 6357 Dillan Circle  
Herriman, UT 84096  
United States of America

## Personal Information

### **Education**

Undergraduate: Brigham Young University–Idaho 2002-2007  
Graduate: University of Utah 2009-2013

### **Languages**

English: Native speaker  
Spanish: Fluent  
Latin: Advanced  
Ancient Greek: Intermediate  
Hebrew: Beginner

## Qualifications:

### **Computer Skills**

Extensive experience with Microsoft Excel, Word, Publisher, and PowerPoint, significant experience with other Microsoft Programs.  
I can type up to 85 wpm.

### **Other Skills**

- I speak fluent Spanish
- Teaching and public speaking skills developed in academic and employment positions.
- Written communication skills developed through extensive experience in college as both an undergraduate and graduate student, as well as through professional experience.
- Data evaluation skills developed through academic and professional experience for researching, analyzing and reporting on data.
- Project and event management skills developed through employment and volunteer capacities.
- Non-profit committee and board governance experience developed through personal and employment positions, including creating, editing and filing reports, agendas, minutes, budgets, correspondence and other documents.

## Current Employment Responsibilities:

### Director of Safety & Training: Associated General Contractors of Utah (September 2018 – Present)

#### **Administrative Duties**

- *Communication:* Answer telephone calls, emails, text messages, letters and in-person inquiries from members and the general public (especially in Spanish). Answer questions, provide contacts, offer help (when reasonable), and refer to others who might be able to help more. Forward phone calls and email for other staff. Network with individuals in the industry and connect them to each other in a beneficial way. Pass information and questions up to leadership and then take those answers and responses to individuals both inside and outside the organization. Assist leadership in organization, presenting and recording information, including correspondence, decisions, minutes and memorandum. Maintain a high level of discretion and confidentiality.

- *Assistance*: Assist all other staff members as needed in whatever capacity they need for immediate help. Cheerfully be a team player and help to pick up slack wherever it may be. Assist with physical tasks, such as moving supplies, food, tables and chairs. Pitch in for large events as directed. Participate in Staff Meetings. Discuss ideas and proposals with other staff members and collaborate on assignments, projects and proposals. Solicit feedback and advice from AGC leadership and other staff members. Delegate appropriate tasks as necessary and reasonable.

**Safety Director Responsibilities** - Coordinate the activities of the Builders Safety Committee and Highway Safety Committee, including: Scheduling meetings, sending out invitations, coordinate with the committee chairs to create agendas, answering requests for information from the committee, writing and distributing meeting minutes, and relaying requests from the committees to AGC leadership and other staff members to coordinate with AGC Staff, the AGC Board, other AGC Committees, and State and Federal Government Agencies

- *Run the Annual Safety Conference* : Set the date for the Safety Conference, work with the Safety Committees to set topics for breakout session, with committee advice find speakers and presenters for the Safety Conference, including government agencies, market the event and monitor registrations and attendance, invite guests to attend the conference, coordinate staff responsibilities on the day of the event, send out thank you cards and payments to presents and speakers, solicit feedback from attendees and members about the safety conference

- *Safety Awards*: Set the date for the safety awards, create the application with the assistance of the committee, collect applications, advise companies who submit incomplete applications what portions are missing, coordinate judging of the applications, finalize awards list and submit to company to produce awards, with committee advice find and hire a speaker for the event, market the event and monitor registrations and attendance, invite guests to attend the safety awards breakfast, coordinate staff responsibilities on the day of the event, send out thank you cards to participants and payment to speakers, solicit feedback from attendees and members about the safety awards event.

- *Safety Grant*: With the assistance of the St. George office manager prepare a draft for the three Workplace Safety Grant applications (Conferences, Awards, and other programs). Review draft with AGC leadership and obtain signature. Submit to the Utah Labor Commission before the deadline. Review Grant funding levels and work throughout the year to ensure we are using the grand funding prudently and effectively.

- *Safety Classes & Roundtables*: Work with the safety committee to determine the desired frequency and type of classes to host, create a rough calendar of the classes that we want to teach, create a price structure for what to charge students and what to pay instructors, invite instructors to participate in the classes, put classes on the internal calendar, ask Office Manager to put the classes on the website, advertise and market classes, set up roundtable topics and invite participants and presenters, monitor registrations for classes and direct market them as needed, reserve spaces for classes, create rosters and ensure that instructors have all necessary materials in the class, get roll from the instructors at the end of the class, record test results (if applicable), provide certifications to the students (if applicable), ensure class records are accurately put into the computer system, forward invoices for safety classes from instructors to the Office Manager.

- *Other*: Attend classes, conference, webinars, committee meetings and other events to learn about safety issues and share insights from the Safety Committees and AGC Membership.

Regularly communicate with AGC leadership, committee members, and others to assess what other safety needs the association might be able to fulfill.

**Training Director Responsibilities:** Scheduling Classes, Events and Lunch & Learns. Work with members, AGC leadership, and industry partners to identify education needs, create a rough schedule of classes, webinars, events, and roundtables at least six months out, set up budgets for various classes with prices for students and payments for instructors, invite instructors and presenters to participate in these classes, write up description of the classes and events, place scheduled events and classes on internal calendar, request Office Manager to put classes and events on website, track registrations, market events and classes, cancel classes and events that do not reach attendance benchmarks, send out reminders for students, confirm instructors and participants, coordinate with reception to order lunch, set up classroom, ensure that all necessary materials are in the classroom, set out treats, coffee, donuts, etc., print roster, collect rosters, reviews, and other class records, scan records and put them correctly onto the computer, thank instructors, students, and participants, review feedback on all classes and education events, report relevant class records to government agencies, track attendance across large periods of time to aid in the next education calendar.

- *Reviewing Education Budget:* Periodically review education budget with AGC leadership. Ensure that classes are all "net positive" financially. Seek ways to increase profitability of education programs and events.

- *Reviewing new class proposals:* Consider new education programs and systems that might benefit the industry and membership, review suggestions from members, AGC leadership, Committees, Government Agencies, other associations and the public and make recommendations for future classes, consider changes to current and existing programs to ensure they are up to date, research the feasibility and financial requirements of future classes, ensure that teaching materials and techniques that fulfill our education mission are available for instructors.

- *Other:* Attend conferences, workshops, webinars, committee meetings, and classes, and read articles and watch videos that might provide useful information about education programs that will benefit members. Partner with AGC of America to promote their education programs. Support the Director of Apprenticeship in whatever capacity is needed for education resources.

**Facilities Director Responsibilities:** Review the calendar of events. Ensure that meetings are properly scheduled for the AGC Headquarters and Training Center rooms. Process and coordinate with those who would like to rent our space. Set up rooms for seating, AV, food and anything else that might be required for meetings, events, classes, and rentals. Assist with the Audiovisual needs for meetings and classes. Check out keys for both buildings as required and track who has those keys.

- *Building Services:* Coordinate with Janitorial and Landscaping services. Review periodically their performance and needs. Coordinate with companies on repairs and installations. Communicate needs for materials, cleanings, repairs and upgrades to AGC leadership and then find companies who can fulfill our needs at a reasonable price. Periodically inspect both the Headquarters and Training Center buildings and grounds. Coordinate with information technology professionals for hardware, audiovisual and computers as needed.

- *Room Setup:* Ensure that the room is properly set up for events and meetings.



## **Previous Work Experience:**

### **Education Coordinator: Utah Apartment Association (July 2013- September 2018)**

Job Description: Coordinate and direct multiple educational classes and programs each month. Administer and teach the Good Landlord Training Program on-site and with cities. Teach other classes as needed. Schedule and follow up with speakers and presenters. Coordinate the activities of the Education Committee, including producing agendas and Minutes. Direct all education programs including luncheons, classes, presentations, UAA and NAA education programs, etc. Perform research on various topics related to housing and other subjects. Create reports, handouts, publications, books, presentations, newsletters, journal articles, emails and other publications. Manage marketing campaigns for events and educational programs. Managed the UAA Social Media accounts. Coordinate membership directory production. Manage the membership directory data. Execute membership retention programs. Answering requests for information over the phone and by mail and email.

### **Office Assistant and Porter for Custodial Services MFD, Corporation of the Presiding Bishopric (Feb 2011-July 2013)**

Job Description: Miscellaneous clerical work, fielding phone calls and redirecting requests for information to appropriate contacts, creating and managing documents, organizing files, writing and submitting reports. Maintaining a high order of cleanliness in both public and office areas as well as restrooms.

### **Billing Secretary, Radiology Technician, Financial Officer & Statistical Analyst for Dr. Calvin's Clinic (Apr 2008-Jan 2011)**

Job Description: Billing patients and insurance companies, resolving issues with insurance charges and policies and laws. Dealing with lawyers, both to obtain referrals and to manage patient cases. Working as a radiology technician, taking patient x-rays, assisting coworkers in attempting to obtain a practical radiology license by teaching classes. Obtaining, organizing and analyzing statistical business and patient care information, to assist in marketing, office management, patient care, and financial stability. Maintain the clinic bank accounts and pay bills.