Hard Skills

Supply Chain & Procurement
Adobe Creative Suite
Social Media Content
Creation & Management
Internal Unique Systems
Interbusiness Communication

Soft Skills

High Attention to Detail
Creativity & Innovation
Strong Work Ethic
Continuous Learner
Growth Oriented
Adaptable to Workflows

IAN BYRD

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Work Experience

BYU Physics & Astronomy Department
Communications – Provo, UT
Sep. 2025 – Present

Managed design, print, and publication of graphics on local monitors, posters, and flyers distributed within the college

Designed and organized execution of a physical display case showcasing a timeline of student mentoring within the college for the last 50 years using 2d and 3d software

Printed, delivered, and proctored exam documents in collaboration with local, and inter-departamental, faculty

Maintained civil workplace relations under high intensity circumstances, such as time sensitive events

Davis Tool, INC.
Purchasing Intern – Hillsboro, OR
Mar. 2025 – Aug. 2025

Saved company ~$150k by analyzing tooling purchases and identifying errors in tool life, costs, and usage forecasts

Researched and presented data to develop a forecasting report, allowing for more accurate communication, lead times, and pricing with potential vendors, thereby speeding up production

Administered report used to identify late orders while initiating and maintaining contact with various vendors to reduce the quantity of missing orders from our inventory, reducing late vendor order report from 140 to 9 units listed

Church of Jesus Christ of Latter-day Saints
Missionary – Rancagua, CL
Mar. 2023 – Feb. 2025

Managed mission social media for 10 months to promote awareness and generate thousands of global missionary referrals through visual communications

Gained Spanish fluency and knowledge of different cultures through teaching and serving the local people in the cities and farmlands ofcentral Chile

Lead and directed weekly reports and correlation meetings between different companionships of missionaries and leaders of the local congregations with sizes up to 250 people

BYU Micro-Molecular Biology Department
Graphic Designer – Provo, UT
Sep. 2022 – Dec. 2022

Created logos, flyers, and other marketing materials for internal university and social media use that promoted departmental outreach and engagement

Collaborated with faculty to determine design requirements and implement them to increase engagement and spread of information across the university campus

Edited photos and created illustrations in Photoshop and Illustrator for both print and digital mediums under specific time restraints for various events

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