

# Corbyn Minnard

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## EDUCATION

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**Bachelor of Science in Management, Emphasis in Hotel Management;** Minor in Real Estate May 2025  
*Jon M. Huntsman School of Business, Utah State University (USU)* Logan, UT

- **3.75 GPA**
- Member: Huntsman Scholar Program (Business Honors)
- Recipient: Regents Scholarship, Merit Scholarship
- Relevant Coursework: Corporate Finance, Hotel Operations, Hotel Sales & Events, & Managerial Ethics

## WORK EXPERIENCE

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**Front Desk Clerk** Sep 2021 – Present  
*USU University Inn* Logan, UT

- Answer up to 45+ incoming phone calls and reservations daily, ensuring all customer questions/concerns are quickly resolved and providing high quality customer service to positively impact client retention
- Coordinate 20+ large group reservations annually (i.e. football & basketball teams, work conferences) as well as providing information on dining options and transportation, supporting university departments and facility guests
- Assist housekeeping team through turning over rooms, servicing in-house guests, inventorying supplies, scheduling, and managing staffing levels, to learn operations processes within housekeeping

**Shift Lead** Jan 2019 – May 2020  
*Cold Stone Creamery* Logan, UT

- Trained 10+ new employees on efficient food handling procedures, health and safety standards, upholding corporate policies and procedures as well as establishing exceptional workplace expectations for the team
- Audited shift profits, prepared till for following day, and deposited daily earnings in the bank, certifying store records and communicating profits to franchise owner consistently
- Managed Rocky Mountain Chocolate Factory co-brand inventory, products, and services to maintain store supplies
- Created a welcoming environment for customers, ensuring a high-quality customer experience by greeting 200+ guests daily with an inviting attitude and addressing customer concerns quickly

## LEADERSHIP & SERVICE

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**Committee Member** Sep 2020 – Present  
*USU Traditions Committee, USU Student Involvement & Leadership Office* Logan, UT

- Cultivate an engaged campus community by collaboration a team of 15 students coordinating and hosting 5+ campus-wide events with an average of 300+ attendees including Homecoming, Festival of Trees, and Street Painting
- Implement safety precautions by coordinating with Campus Safety and the COVID Response Team to ensure safe, social distancing precautions are upheld during on-campus events

**Member** Sep 2020 – May 2021  
*Real Estate Association, Huntsman School of Business* Logan, UT

- Attended networking and professional development workshops, gaining industry knowledge and skills in addition to developing a professional network
- Participated in Spring 2020 Career Trip to Wasatch Front, visiting 5 companies in the real estate industry and learning about highlighted companies, missions, and operations

**Full-Time Volunteer** Apr 2018 – Apr 2020  
*Religious Organization* Nashville, TN

- Mentored and trained 30+ volunteers on leadership topics such as communicating across differences, goal setting, and relationship building
- Planned service events for up to 40 volunteers including hanging Christmas lights on town streets

## SKILLS, CERTIFICATIONS, & INTERESTS

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- Fluent in conversational and written Spanish
- Proficient in MS Excel, MS PowerPoint, & Google Workspace
- Familiar with TCS Hotel Software Guest Tracker, RMS Cloud & Eventbrite
- MS Excel Associate Certification, 2021
- Interests include trail running (Logan Peak Trail Run Racer, 2019) and playing oboe (Current 1<sup>st</sup> Chair, Logan Community Orchestra)