

EDUCATION

Bachelor of Arts | **Business Administration - Finance**
Northwestern College | Orange City, IA

Expected May 2024
GPA: 4.0

EXPERIENCE

FRANKEN FELLOW | Northwestern College | Orange City, IA August 2022 – Present

- As a peer career mentor, assist current Northwestern College students with their professional documents and correct for grammar and conciseness
- Collaborate with coworkers and supervisors in the Compass Center for Career & Calling and engage in active listening to affirm the gifts, strengths, values, and interests of others
- Show respect, honor, confidentiality, and a desire to work with a diverse group of peers

RESTAURANT SERVER | Que Pasa Cantina | Rapid City, SD June 2022 – Present

- Participate in general operations, such as taking customer orders, delivering food and drinks to my assigned tables, and running the register
- Provide a pleasant experience for all customers through swift service and a warm, welcoming attitude
- Strengthen communication skills with customers, supervisor, and coworkers

ACADEMIC TUTOR | Northwestern College | Orange City, IA August 2021 – May 2022

- Provided students with academic assistance in the Peer Learning Center, including exam preparation, presentation tips, and review sessions
- Created an environment where students can ask any and all questions

LAWN CARE SPECIALIST | Holm Grown Lawn Care | Rapid City, SD April 2020 – August 2021

- Employed exceptional work ethic while completing physical activities, such as trimming, mowing, and landscaping
- Performed duties with specificity to customer requests and attention to detail
- Developed strong communication skills with customers by listening to their needs and desires
- Coordinated the weekly schedule with supervisor and coworkers

CUSTOMER SERVICE SPECIALIST | Mary's Mountain Cookies | Rapid City, SD April – September 2019

- Oversaw and completed daily operating goals, such as baking a required number of cookies, cleaning the shop, running the till, and working together with coworkers
- Assisted customers with their purchases by compiling their orders and answering questions
- Honed customer service skills by interacting with every customer who walked through the door

SERVICE & COMMUNITY INVOLVEMENT

MEN'S TENNIS TEAM CAPTAIN | Northwestern College | Orange City, IA August 2020 – Present

- Continuously improve discipline in personal health and physicality
- Lead teammates with a positive and determined attitude to compete at the highest level

VOLUNTEER PACKER | Operation Christmas Child | Worldwide 2008 – 2021

- Annually assemble numerous boxes for children alongside the regional director
- Devoted a weekend at a regional distribution center to complete finishing touches and send off packages to respective countries