

DANNEN BODEN

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402-XXX-XXXX | Orange City, IA

EDUCATION

Bachelor of Arts | **Accounting** Expected: May 2026
Bachelor of Arts | **Business Administration – Management** Expected: May 2026
Northwestern College | Orange City, IA GPA: 3.6/4.0

- **Dean's List:** Two Semesters
- **Honors Program Participant**
- Related Coursework: Intermediate Accounting, Spreadsheets, Project Management, Managerial Accounting, Statistics for Management, Business Writing, Financial Accounting, Office Accounting

RELATED EXPERIENCE

DATA ENTRY CLERK | Northwestern College Admissions | Orange City, IA August 2022 – May 2023

- Worked in Excel spreadsheets to transfer data into the Jenzabar platform so the Admissions team could contact prospective students
- Organized and completed mailings to prospective students accurately and efficiently

RECEPTIONIST | Farabee Mechanical Incorporated | Hickman/Firth, NE February – August 2022

- Managed data entry and paperwork to ensure an organized and efficient work environment
- Utilized interpersonal skills to create a positive atmosphere for customers
- Received and directed telephone calls

ADDITIONAL WORK EXPERIENCE

BARISTA | Scooter's | Orange City, IA August 2022 – Present

- Exercise strong adaptability in a rapid work environment, efficiently recording and completing orders to achieve high customer satisfaction
- Entrusted with financial and physical closing procedures in addition to supply inventory

DETASSELING SUPERVISOR | NATS Detasseling | Lincoln, NE July 2022, 2023

- Facilitated the training of new employees, making sure they felt comfortable and equipped to succeed in their roles
- Communicated and collaborated with other supervisors to achieve the most effective use of time and resources

SALES REPRESENTATIVE | Black Dragon Fireworks | Hickman, NE June 2019 – July 2022

- Communicated with customers, helping them feel valued and heard during the sales process
- Maintained accurate inventory within the store

DETASSELER | NATS Detasseling | Lincoln, NE July 2017 – August 2021

- Participated in agricultural work requiring determination, teamwork, and a positive attitude
- Facilitated and managed the training of coworkers in safety measures

COMMUNITY LEADERSHIP & INVOLVEMENT

WOMEN'S BASKETBALL PLAYER | Northwestern College | Orange City, IA August 2022 – Present

- Collaborate with teammates and coaches to achieve team goals while balancing work as a full-time student and athlete

TEENPACT TRAVELING STAFFER | TeenPact Leadership Schools | Various January 2021 – May 2022

- Traveled across three states to plan, organize, and teach programs about politics and leadership to 60+ middle school and high school students