

Courtney L. Williams

Profile

- Demonstrates efficient communication and organizational skills
- Goal-oriented individual with a drive to accomplish all tasks
- Ability to comprehend and listen to ideas presented by individuals and groups

Education

Hanover College, Hanover, IN

Expected graduation: May 2019

- **Bachelor of Arts in Communication**
- **Business Scholar**
- **Cumulative GPA: 3.2**

Related Experience

Paraprofessional Peer Mentor | Levett Career Center | Hanover, IN

August 2017 – Current

- Conduct individual sessions with students to critique resumes, cover letters, and LinkedIn profiles
- Track student services and keep copies of before and after documents
- Closely follow instructions of professional staff

Quality Systems Intern | Cummins Filtration | Cookeville, TN

June 2018 – August 2018

- Supported global Filtration Quality Systems by assuring Internal Auditor Competencies are in compliance with ISO/IATF Standard 7.2.3
- Created a Filtration-wide, sustainable tool to identify specific core competencies per each Internal Auditor to allow for a more in-depth and efficient internal audit
- Communicated with FE Leaders, Process Owners, and Quality Managers to determine key documents or processes within a specified manufacturing process, product, and COS function that are necessary to know when completing an internal audit

School to Work: Quality Management | Cummins Inc. | Columbus, IN

May 2017 – August 2017

- Provided support and maintenance for New and Recon Parts Global Quality website
- Supported entry of documentation and identify problems needing addressed, including follow up on overdue approvals and reviews
- Organized team community service event
- Corresponded with direct and global team to improve analysis of management review data and information to identify key process gaps and need for assessment

Campus Leadership

Ambassador | Levett Career Center | Hanover, IN

September 2018 – Current

- Promote campus-wide events and Career Center programs/resources by utilizing various communication methods to reach student body, faculty, and organizations

Advocate | Culture of Recovery Partnership | Hanover, IN

April 2018 – Current

- Communicate with Jefferson County community members to identify and implement solutions to improve the opioid epidemic in Southern Indiana
- Educate youth on social causes of addiction to create a culture of recovery

Executive Membership Director | Phi Mu | Hanover, IN

January 2016 – January 2018

- Responsible for organizing recruitment events throughout the academic year, coordinating all Formal Recruitment rounds, and assigning jobs/tasks to committee members