

# Courtney N. Anderson

## Profile:

- Possess strong analytical skills; attentive-to-detail
- Quick learner; skilled in MS Excel, Word, and PowerPoint
- Organized; hard-working; strong multi-tasker
- Proficient in leadership qualities; able to work independently and with others
- Skilled in public speaking and delivering presentations

## Education:

**Hanover College**, Hanover, IN

Expected graduation: May 2021

- Earning a Bachelor of Arts
- Major: Business
- Minor: Mathematics

## Related Experience:

**Team Leader**, Tractor Supply Company

September 2017 – Present

- Balance cash drawers and safe at the beginning or end of each day; make regular bank deposits
- Accurately record shipments to assist the receiver
- Assist team members with a variety of transactions, adapting to Covid-19 requirements
- Train team members on the correct way to check customers out and to sell certain promotional deals
- Build everyday relationships to ensure customer loyalty

**Team Member**, Tractor Supply Company

Summer 2017

- Used computers to enter, access, search, and retrieve data for customers
- Organized checkout areas to company standards
- Communicated with customers and co-workers to provide attentive service at a convenient pace and time frame
- Ordered parts and products in a timely and effectively manner
- Participated in monthly training to gain knowledge of product specifications

**Treasurer/Secretary**, Student Council, Eastern High School

Fall 2016 – Spring 2017

- Calculated the cost of major events, collected money for fundraisers, and helped other organizations maintain their budgets
- Tracked the budget in conjunction with previous treasurer
- Recorded meeting minutes and action items to be handled
- Calculated how much the student council could spend during each event

## Other Experience:

**FFA Senior Representative**, Eastern High School

Fall 2016 – Spring 2017

- Communicated with senior class members about meetings, events, and senior-related opportunities available
- Made announcements and proposed a call to action at meetings
- Organized files according to protocol with clear attention-to-detail