**EDUCATION**

**Bethel University St. Paul, Minnesota** *Bachelor of Arts in Business with an emphasis in Finance* May 26, 2018

**Volunteer Work / Achievements**

Hubb Center: *Math TA for Foreign adults and Refugees* February 2017 – Present Collegiate Athlete: *Baseball* August 2014 – Present

**WORK EXPERIENCE**

 **Cabela’s Rogers, Minnesota**

 *Sales Associate* July 2017 – Present

* Utilize relationship selling by developing report with customers
* Responsible for ensuring the sales floor is well maintained and kept clean
* Focus on areas for up-selling to customers by understanding their needs
* Maintain customer-focus by actively listening to customers’ requests and concerns
* Demonstrate teamwork and customer-first attitude
* Respond to and handle customer issues by using good judgment and logic in solving problems and making decisions within the job scope

**Meyer Woodworking Elk River, Minnesota**

*Bookkeeper/Laborer*  August 2010 – Present

* Manage the day-to-day accounting books to ensure a well balance checkbook is being maintained
* Regular use of data management programs such as Microsoft Word, Excel, and QuickBooks
* Ensure the highest level of integrity and trust when handling confidential accounting information
* Demonstrate strong organization skills by keeping the shop organized, cleaned, and functional
* Maintain significant attention to detail both in dealing with the craftsmanship and the books of the company

**Sports Engine Minneapolis, Minnesota**

*Marketing Assistant* October 2016 – September 2017

* Worked on business analytics and program management utilizing SalesForce
* Partnered directly with business leaders to ensure data information was up-to-date and usable to achieve maximum business results
* Responsible for the maintenance and clean-up of customer information within the various database systems
* Gained efficiencies in Excel to produce data analytics and reports to directly help support strategic decisions
* Utilized Workday on a day-to-day basis for recruiting, payroll, talent planning, etc.
* Collaborated with other interns and employees to complete project work within tight deadlines

**SKILLS**

* Dependable
* Team oriented
* Effective communicator
* Adaptable
* Time management
* Strong work ethic
* Helping others
* Open minded