

Caroline Timpson

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EDUCATION:

Tennessee Technological University, College of Business

Cookeville, Tennessee

Pursuing: Basic Business, in cursu honorum

Projected Graduation: May 2019

Overall GPA: 3.8

CAREER SUMMARY:

February 2016-Current

Tennessee Technological University

Cookeville, Tennessee

Intern at Tennessee Technological University Admissions Office

- Demonstrating professional attitude when answering phone calls, transferring calls to the proper department, and answering questions in a polite manner
- Engaging parents and prospective students to check them in for tours, not only to recruit but also to provide a friendly and memorable experience
- Entering data into many different computer forms and systems
- Managing projects such as designing social media pictures

April 2015-August 2015

Blount County School System

Maryville, Tennessee

Activities Instructor at Fairview Elementary School

- Managing and conducting a classroom of 10-30 kids at one time
- Planning daily curriculum to stimulate and entertain the class
- Solving inter-classroom conflicts with creative and constructive solutions
- Multitasking between many duties task to offer the entire class an adaptive but reliable environment
- Adapting to different student ages, whether combining age groups or switching to a different age group entirely

SKILLS:

Microsoft Office: Word, PowerPoint, Excel, Access

Google Apps: Drive, Docs, Sheets, Draw, Calendar, Slides, Forms

Photo Editing: Darkroom, Google Draw, Minimal Adobe Photoshop

HTML and CSS

AFFILIATIONS & HONORS:

Tennessee Technological University Dean's List (Fall 2015)

Associated Scholars Guild Member (2015)

Social Entrepreneurship Society (2015)

Phi Mu Fraternity (2015)

Eagle Works Business competition team member (2015)

Recipient of the Rob and Gloria Bell Scholarship (2015)