

Morgan Dyer

Dyer.MorganE@gmail.com (423)319-6408
2475 Dodson Branch Rd. Unit H1 Cookeville, TN 38501

Objective

I am seeking a part-time position or internship that will help develop my skills and knowledge in business.

Education

Tennessee Technological University, College of Business Cookeville, TN

- B.S.B.A Major: Economics Projected Graduation - May, 2018

Roane State Community College Oak Ridge, TN

- Associates of Science with Concentration in Psychology - May, 2015
- Dean's List

Experience

Pool and spa Depot

Cookeville, TN

Retail Associate/ Water Analysis

September, 2015- Present

- Served customers with sales needs and chemical advice
- Maintained all 7 pools and 5 spas
- Trusted with keys, codes, handling money for customers change, and nightly deposits
- Managed store tills

Service Associate

- Responsible for making detailed schedules for sub-contracted work
- Answered phones calls, forwarded calls, and took messages
- Properly stored and filed customer information
- Used excel, word, Point Of Sale, Prism and, vTiger systems

Associate

- Responsible for learning frequently changing policies and procedures
- Organized chemical storage and accessories in warehouse and sales floor
- Responsible for transfer request for restock

Applebee's

Oak Ridge, TN

Waitress

August, 2014 – July, 2015

- Responsible for attending to the customers wants and needs
- Responsible for handling money and giving exact change to customers
- Served customers in a friendly and caring way to ensure repeat customers
- Maintained clean work area

Food City

Oliver Springs, TN

Cashier

April, 2014 – January, 2015

- Responsible for servicing the community
- Accommodated customers with store knowledge
- Managed my own till

Skills

Experience with Mac Computers and Bloomberg terminals **Proficient:** PC; **Microsoft Office:** Word, PowerPoint, Excel; **Google Apps:** Drive, Docs, Calendar, Maps; **Social Media:** Facebook, Twitter, Snapchat, Pinterest, Instagram.

Honors and Acquisitions

2017: Omicron Delta Epsilon, SAFE club (Society of advancement for finance and economics), Hope Scholarship (since 2013) 2016: Leroy Mackie Scholarship, Intuitional Wholesale Scholarship. 2013: Graduated with honors, TN Achieves last dollar scholarship. 2011: Beta Club 2010- 2013 Wartburg Renaissance Program (recognized students for exceptional attendance and grades).