**Education**

**Bachelor of Science in Finance with a minor in Economics**, **May 2018 – Dec 2019**

**Metropolitan State University**

**Business Transfer Pathways A.S. degree, Century College Jan 2016 – May 2018**

**Associate of Occupational Studies in Automotive Technology, July 2005 – Aug 2006**

**Universal Technical Institute**

**Work Experience**

**Century College - White Bear Lake, MN Sept 2017 – Dec 2018**

**Student Worker/Financial Aid**

1. Assisted students with filling out FAFSA, loan applications, and documents
2. Front window assistance for student access to the financial aid department
3. Helped students understand their award letter
4. Provided solutions to student's problems
5. Provided students with information about the status of their Aid
6. Supported students using multiple mediums (face to face, phone, email)
7. Assisted staff members with projects

**Century College - White Bear Lake, MN Oct 2017 – May 2018**

**Temporary Financial Aid staff**

* Helped students obtain Financial Aid at multiple schools
* Created Power Point training for student workers
* Created small booklet training manuals for staff
* Performed training seminars for college faculty members
* Answered and responded to all Financial Aid emails
* Completed and mailed government agency forms for students

**Automotive Technician – Dealerships and independent shops Aug 2006 – Nov 2014**

* Supervisor of Light Duty Shop
* Performed opening and closing duties
* Attended ongoing training
* Maintained cleanliness of work area
* Properly performed and documented work outlined on repair order
* Inspected and advised on preventative maintenance repairs
* Diagnosed and repaired malfunctions, including electrical and powertrain components

**Volunteer Experience**

**Second Harvest Heartland Oct 2019 – Present**