

Riley J. Reed

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Objective: Seeking part-time employment as a guide at Gonyea House of Pacific Lutheran University President Krise.

Education: Graduated from Harlowton High School May 2016; GPA 3.96; Co-valedictorian Attending Pacific Lutheran University Fall of 2016; Majoring in Business and Sociology

Summary of Qualifications:

- Hardworking and professional employee with excellent customer service skills
- Enjoy meeting new people and learning new things
- Excellent student and employee who takes pride in achieving high quality work

Awards and Honors:

- Bair Scholarship Recipient 2016
- PLU President's Scholarship Recipient 2016
- Montana 4-H State Ambassador President 2015-2016
- Montana 4-H State Award-Leadership 2015
- Harlowton Women's Auxiliary Girls State Delegate June 2015
- National Honor Society 2014-2016

Experience:

Wheatland County 4-H

- 2006-2016
- 10 year member of Wheatland County 4-H, participated in Rabbit and Leadership Projects
 - Practiced public speaking and interpersonal communication skills through demonstrations, speaking opportunities, and project interviews
 - Served as Wheatland County Ambassador 2012-present
 - Organized community service projects with other ambassadors
 - Worked cooperatively with other ambassadors to plan and teach workshops for other 4-H members
 - Served as Teen Leadership Camp and 4-H Camp Counselors 2013, 2014, 2015, 2016
 - Montana State Ambassador President
 - Prepared agendas for meetings
 - Worked as a member of the ambassador team to plan statewide 4-H events
 - Represent and promote Montana 4-H with professionalism throughout the state

Harlowton Auto Parts and Hardware

- January 2016- Present
- Greet customers and assist them in finding items
 - Clean and stock shelves to ensure that items are easy to find and customers have a pleasant experience
 - Perform tasks that require attention to detail such as mixing paint, cutting and threading pipe, and organizing automotive parts

Harlowton Theater Project

- May 2012- May 2016
- Personnel Manager
 - Scheduled workers for each movie shown
 - Communicate with advisors about schedules and training
 - Assisted customers, trained employees for their positions, proficient at operating till and counting change
 - Served as member of committee that operates the Harlowton Theater

Organizations, Clubs and Activities:

American Legion Auxiliary; Member 2016

Harlowton High School Band

Honor Band 2012-2016

State Band 2012-2016

Harlowton Key Club Mentor 2012 – 2016

Harlowton Golf Team

1st place State Team 2013

2nd place State Team 2016

Harlowton Speech and Drama

4th Impromptu State 2013

6th Impromptu State 2015

2nd Impromptu State 2015

References:

Ms. Jean Wallace, Ryegate Montana, (406) 555-6789

Mr. Robert Tedlund, Harlowton Montana, (406) 555-4567

Mrs. Brett Schomer, Bozeman Montana, (406) 555-1234