

Cody Mckee

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EDUCATION

Business Analytics

Brigham Young University - Idaho

September 2019 - December 2023

Rexburg, ID

Related Coursework: Business Fundamentals, Business Statistics, Introduction to Excel, Spreadsheet Analysis for Business, Accounting, and Programming with Functions

High School

Blue Springs High School

September 2012 - May 2016

Blue Springs, MO

- Completed High-School Diploma

WORK EXPERIENCE

Stadium Operations- Stadium Services Seasonal Assistant

Kansas City Chiefs

June 2023 - Present

Kansas City, Missouri

- Managed attendance of game day staff by using Microsoft Excel
- Collaborated with supervisors to assist with different projects every day
- Developed spreadsheets to help maintain adequate records of different game day staff

Operations Administrator

FedEx Ground

June 2021 - April 2023

Rexburg, ID

- Led 50+ employees each month in a meeting to discuss increasing safety
- Taught and maintained reports on packages including lost and damaged packages
- Created monthly Excel spreadsheet for facility package analytics reporting to management
- Maintained adequate records of current equipment inventory using Microsoft Excel

Package Handler

FedEx Ground

February 2021 - June 2021

Rexburg, ID

- Organized trailers and trucks with packages to maximize space available
- Prepared scanners to allow efficiency and productivity of other employees
- Trained other employees on safety measures needed to efficiently handle and load packages

Service Professional

Apptive Environmental

June 2019 - September 2019

Overland Park, KS

- Created reports to provide to customers regarding effective ways to control pest problems
- Devised proper chemicals needed to be used for customers specific pest problems
- Analyzed customer's yards and homes to know how to best serve and solve problems
- Received several positive customer service reviews on performance and quality

Volunteer Supervisor

The Church of Jesus Christ of Latter-Day Saints

May 2017 - June 2019

Las Vegas, Nevada

- Submitted teaching and service reports for 30 volunteers every week
- Prepared and conducted training volunteers during weekly and monthly meetings
- Performed weekly one-on-one training with volunteers from a large geographical area

SKILLS

- Microsoft Excel
- Microsoft Office (3 years)
- MYSQL
- Managment
- Python
- Customer Service
- Administrative Experience

ACCOMPLISHMENTS

Eagle Scout

2-year volunteer service for The Church of Jesus Christ of Latter-Day Saints 2017-2019

Certified in First Aid CPR AED April 2022 to April 2024

High-School Diploma