

**Kodee**

**Smock**

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## **Education**

***Michigan State University (August 2018 – Present)***

426 Auditorium Road

East Lansing, MI 48823

Major: Media and Information

***University of Phoenix Online (June 2017 – March 2018)***

4025 S. Riverpoint Parkway

Phoenix, AZ 85040

Major: Information Technology

GPA: 3.59

Diploma: Associate of Arts in Information Technology

***Kellogg Community College (September 2016 – March 2017)***

450 North Ave.

Battle Creek, MI 49017

Major: Computer Technology

***Alma College (September 2015 – May 2016)***

614 W. Superior St.

Alma, MI 48801

Major: Physiology

***Marshall High School (Graduated May 2015 w/honors)***

701 N Marshall Ave.

Marshall, MI 49068

GPA: 3.55

## **Work Experience**

***IT Student Assistant for DTMB***

Provides me with first-hand work experience of being on a production team for multiple software related projects. I have assisted in implementing software corrections and bug fixes, as well as the implementation of new functionality within the SAP environment. This position has also provided me with the experience of coordinating team members and coworkers in meetings to discuss project progress.

Part Time: 29.5 Hours a week (October 2016 – Present)

### ***Insider at Hungry Howie's of Marshall, MI***

Learned an array of customer service skills, including phone etiquette, appropriate in person communication with customers, and ability to solve problems

Applied and improved my time management, organizational, and communication skills

Trained new employees to prepare food and deal with customers

Part Time: 25 Hours a week (August 2016 – October 2016)

### ***Cook at Hi-Lite Drive-In***

Learned how to operate in a stressful, hectic work environment.

Further improved my time management skills as well as my customer satisfaction skills.

Part Time: 25 Hours a week (June 1, 2016 – July 18, 2016)

### ***Insider at Hungry Howie's of Marshall, MI***

Learned an array of customer service skills, including phone etiquette, appropriate in person communication with customers, and ability to solve problems

Applied and improved my time management, organizational, and communication skills

Trained new employees to prepare food and deal with customers

Part Time: 25 Hours a week (November 5, 2014 – March 22, 2015)

### ***Car Detailer at Cole Chrysler***

Refined my ability to follow a strict schedule and stay on top of assigned tasks

Improved self-sufficiency by being allowed to complete most assigned tasks on my own

Part Time: 25 Hours a week (June 15-30, 2015)

## **Skills**

- Proficient in Microsoft Office
- Familiar programming in an SAP environment
- Familiar programming in C++, Visual Basic, HTML5 and CSS
- Customer service oriented
- Can maintain customer relations
- Experience with PC hardware and building PCs
- Experience with application or program documentation and workflow diagrams

## **Extra-Curricular Activities**

### ***Varsity Football at Marshall High School (2013, 2014)***

- Established a leadership role early on which in turn improved my ability to work with others

### ***Football at Alma College (2015)***

- Provided me with more responsibilities which caused me to improve my time management

## **Awards and Acknowledgements**

- Graduated high school with honors
- Received the Dean's Scholarship from Alma College