

Courtney Vanderhoof

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145 Collingwood Dr. Haslett Arms Apartment 37
East Lansing, MI, 48824

517-862-9335

Education

Michigan State University, East Lansing, MI

August 2014-Present

- Bachelor of Science, Biosystems Engineering
 - Dean's List
 - GPA 3.64/4.00

Expected May 2018

6/6 Terms

Professional Experience

Michigan State Biological Sciences Department, East Lansing, MI

January 2016-Present

- Conducting laboratory preparations
- Managing students in class matters and questions
- Assisting professors in projects and tasks
- Recording and analyzing project data in Excel

Art Van Furniture, Novi, MI

2013- Present

- Performing clerical work, housekeeping and working special events

Michigan State Summer Sports Camps Office, East Lansing, MI

Summer 2014, 2015, 2016

- Managed camp payments and registrations in Excel
- Answered customer questions and handled clerical needs

Extracurricular Activities/ Volunteer Work

Michigan State University, East Lansing, MI

- Biosystems Engineering Club
- Outdoors Club
- Science Olympiad Volunteer
- Red Cross Club

2016-Present

2016-Present

2015-2016

2015

Confrontation Point Ministries, Nashville, Tennessee

June 2012, 2013, 2014

- Created sustainable housing, green roofs, and community gardens
 - Rebuilt abandoned homes at 3 different locations
 - Constructed 6 community gardens
- Prepared and served food in rescue missions

Computer Skills

- Proficient in Microsoft Word, Excel, PowerPoint, and Matlab