**Courtney N. Meyer**

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**Education**

**University of Florida, Heavener School of Business December 2019**

***Bachelor of Science in Business Administration–Information Systems*** Gainesville, Florida

Combined Degree: Information Systems and Operations Management **December 2020**

GPA: 3.966

**Professional Experience**

**Private Family Household June 2015-August 2016**

*Nanny* North Palm Beach, Florida

* Aided a youth with several disabilities by enhancing his social and scholarly skills.
* Facilitated a busy schedule, including transportation, errands, preparing meals, and household chores.

**Tutor November 2014-August 2016**

*Multiple Clients* Jupiter, Florida

* Worked one-on-one with students in reading, writing, science, computer science, and mathematics.
* Identified, selected, and modified resources to meet student's diverse needs.
* Gave special attention and created new teaching methods to students with learning disabilities.

**Aéropostale June 2014-June 2016**

*Sales Associate and Ambassador* Palm Beach Gardens, Florida

* Provided excellent customer service and associate duties such as greeting customers, ringing up purchases, providing customer assistance, and offering product knowledge.
* Promoted products and events throughout the community and student body.

**Leadership and Involvement**

**Florida Blue Key May 2018-Present**

*Assistant Director of the Technology Division* Gainesville, Florida

* Responsible for the improvement, upkeep, and design of the Florida Blue Key website and office computers.

**Gator Growl April 2018-Present**

*Assistant Director of Web Design* Gainesville, Florida

* Updated and maintained Homecoming and Gator Growl’s websites using HTML and CSS.
* Worked closely with directors regarding their website needs.

**March of Dimes Collegiate Council March 2018-Present**

*Delegate* Gainesville, Florida

* Developed personal leadership skills by organizing fundraisers such as a 5K, an annual Greek Olympics, and a Kickoff event benefiting March of Dimes.
* Served as a mentor for pregnant teens in the community and delegated events to an organization of 250 people.

**Dance Marathon at UF September 2017-Present**

*Emerging Leader* Gainesville, Florida

* Attended general body meetings, weekly small group meetings, and weekly check ins while engaging with other students to improve leadership and communication skills.
* Participated in fundraising events for Dance Marathon including FTKitchen and Canning Days, all of which go towards the Children’s Miracle Network at UF Shands Children’s Hospital.

**Additional Information**

* Certifications in Microsoft Technology Associate Database Fundamentals, Microsoft Technology Associate Software Development Fundamentals, Microsoft: Excel 2013, CIW v5 Database Design Specialist, CIW Site Development Associate, and Adobe Certified Associate in Print & Digital Media Using Adobe InDesign
* Proficient in Java, C++, C#, SQL, and HTML
* Phi Kappa Phi Honor Society
* Chi Omega Sorority