

Cody Alan Tracey
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OBJECTIVE

To obtain a position in a team-oriented environment utilizing my positive people skills, my ability to provide great customer service, & solve problems calmly & efficiently.

PROFESSIONAL EXPERIENCE

Project Manager *Card Marketing Services (9/2017-Present)*

Managed multiple accounts projects to ensure that they were completed in a timely manner.
Handled confidential financial and data records.

Independent Contract Work *Self-Employed (1/2013–9/2017))*

Built personal brand working as a model, writer, sales associate and consultant. Communicated with clients (photographers, editors, and creative partners) and organized a complex schedule, working with multiple outlets while also completing a degree. Followed and generated leads to arrange new opportunities.

Customer Care Representative *Asurion (8/2016-12/2016)*

Provided IT and billing support for ATT/Directv. Handled confidential financial records, and kept detailed records of account activity.

Student Ambassador *Carthage College (9/2013–9/2014)*

Provided campus tours to potential students and faculty, and answered questions/concerns during tours and in follow-up communications.

Kennel Assistant *Nipper's Corner Pet Medical Center (6/2012–9/2013)*

Animal Care Center of Plainfield (7/2009–5/2012)

Provided general care for patients, oversaw general maintenance of the facilities, ensured clients received the highest levels of customer service, and executed point of sale marketing. Handled confidential medical and financial records, and kept records of services provided.

Purchasing Agent *Bell Tower Books (3/2012–6/2012)*

Set up buy-back appointments and arranged purchases of college textbooks from students for the purpose of resale. Evaluated merchandise for resale suitability.

EDUCATION

High School, May 2011 Plainfield South, Plainfield, IL (National Honors Graduate)

Bachelor of Arts, May 2015 Classical/Religious Studies, Carthage College, Kenosha, WI
GPA 3.583, Dean's List, Western Heritage Scholar

Full-Stack Web Developing Trilogy Education, Nashville, TN

References available upon request.