

# COURTNEY FORBERG

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## WORK EXPERIENCE

### SERVICE DEPARTMENT FILING CLERK

January 2018-Present

#### North Shore Honda

I work part-time during the summer and all school breaks. I prepare files for filing, maintain customer files, purge older files for destruction and locate files for staff upon request.

### SERVICE DEPARTMENT FILING CLERK

January 2016-Present

#### Town & Country Jeep Chrysler Dodge Ram

I worked part-time during the summer and all school breaks throughout high school and continuing in college. I prepare documents for filing, maintain files and purge older documents for destruction.

## EDUCATION

### James Madison University

August 2019-Present

- Majoring in Integrated Science and Technology
- Member of the Honors College
- Received the Madison Award for Excellence
- 4.0 GPA currently (President's List)
- Build Coordinator for Habitat for Humanity
- Member of ISAT Honor Society
- Member of National Honors Fraternity, Phi Sigma Pi

### HIGH SCHOOL DIPLOMA

September 2015-June 2019

#### Harborfields High School

- Graduated in Top 10% of class with a 100.28 Weighted Average
- Member of National Honor Society
- Vice President for Key Club 2016 - 2018
- Vice President for Athletes Helping Athletes in 2018
- Awarded All-County High Jumper

## SKILLS

Communication



Creative Problem Solving



Excel, Word



PowerPoint



Advanced Critical Thinking



Photoshop



## INTERESTS

- I love photography and seeing the world from a different perspective.
- I love helping the community with the skills gained from earning my Girl Scout Gold Award.