

Addison Manley

University of Minnesota

Duluth – Undergraduate

CONTACT

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MN 55976

EDUCATION

University of Minnesota Duluth, Duluth MN – Undergraduate

Fall 2024 – Present

- Bachelor of Accounting
- Anticipated Graduation Date of Spring 2027
- 4.0 GPA

Stewartville High School, Stewartville MN – Diploma

Fall 2020 – Spring 2024

- Graduated with Special Honors
- National Honor Society
- Tennis Team; Varsity Player and Captain
- Tennis Youth Summer Camp; Coach’s Assistant
- Choir

WORK EXPERIENCE

Kathryn A. Martin Library, Duluth MN – Circulation Services Student Worker

September 2024 – Present

- Attending to users at the library services front desk
- Checking in and out various library materials; shelving and organizing
- Assisting with off desk duties and projects as needed

Stewartville Public Library, Stewartville MN – Library Page

August 2022 – March 2023

- Shelving, retrieving, and checking in and out books and movies
- Assisting patrons at the front desk and answering phone calls
- Moving boxes and furniture and organizing various materials

SKILLS

Competent Microsoft Excel

Attention to Detail

Tech-savvy

Strong Work Ethic

Excellent Organizational Skills

Good Oral and Written Communication Skills

Ability to Work Independently

Reliable and Flexible