

# Addison Manley

University of Minnesota  
Duluth – Undergraduate

## CONTACT

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MN 55976

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## 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
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## 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
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## SKILLS

Competent Microsoft Excel

Excellent Organizational Skills

Attention to Detail

Good Oral and Written Communication Skills

Tech-savvy

Ability to Work Independently

Strong Work Ethic

Reliable and Flexible