

Rh a Krumpelman

Columbia, MO 65202

(555)-777-9999

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EDUCATION

University of Missouri, Columbia — BA in English (in progress)

2022 - Expected Graduation 2026

- 4.0 GPA
- Dean's List: Fall 2022 - Spring 2023

SKILLS

Microsoft Office
Meticulous Writer

EXPERIENCE

MFA Incorporated Retirement, Columbia, MO — Administrative Assistant

Sept 2023

- Managed filing and clerical duties

Regional Missouri Bank, Marceline, MO — Teller

July 2020 - May 2023

- Handled transactions and financial matters for customers
- Transferred calls to the proper internal departments
- Maintained confidentiality
- Improved communication and customer service skills

Krumpelman Farms, Marceline, MO — Farm Help

2018-2023

- Raking and loading hay and straw
- Operating tractors and other machinery to complete odd jobs around the farm

G & T Grill, Marceline, MO — Hostess/Waitress

May 2020 - October 2020

- Improved communication and service skills through interactions with customers

PROJECTS

Summer Fun Package — Co-coordinator

June 2022

- Partnered with Marceline Coordinated Welfare Council to create gift packages for families
- Utilized leadership skills to organize the project

Newman Center Homecoming Committee — Member

- In charge of "Decorating the District" for Mizzou Homecoming

Kinder Institute Lecture Committee — Member

Fall 2022 - Spring 2023

- Worked with a team to organize a lecture entitled "Politics and the Media" delivered by visiting Professor Jane Hall
- Created advertisement graphics using Canva