Grant Capers

Address: Columbia, SC 29229
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rgcapers@email.sc.edu

EDUCATION

University of South Carolina: Columbia, SC
Bachelor of Science
Aug 2023-May 2027
Majors: Computer Information Systems

RELEVEANT COURSEWORK

Micro and Macroeconomics   **Accounting**
Business Management   **Algorithmic Design**
Business Statistics
Computing in the Modern World

EXPERIENCE

STATE FARM INSURANCE

Columbia, SC, USA
Office Assistant   June 2019 – Present
Facilitated quotes for prospective clients and helped clients with their insurance payments.
- Successfully utilized computer tools on old and new systems to help clients make payments.
- Utilized effective communication skills that helped clients with their insurance needs by phone.
- Displayed persuasive skills that helped new clients complete their quotes.
- Displayed calm demeanor when helping clients in stressful situations.

BLUEPRINT REAL ESTATE   Columbia, SC, USA
Executive Assistant   May 2023 – August 2023
Participated in all home purchases for the firm and facilitated numerous marketing ideas.
- Supervised group projects that led to innovative marketing strategies.
- Collaborated with the CEO on home buying.

SPOTLIGHT BOOKS   Columbia, SC, and USA
Warehouse Assistant   April 2022 – June 2022
Facilitated heavy machinery (Forklift) to place merchandise where it was needed.
- Organized merchandise from old to new.
- Campaigned for fresh marketing ideas for unwanted books.

ACTIVITIES

Carolina Fund, Carolina Investment Foundation, Dawah on Campus, Muslim Youth Homeless Feeding

SKILLS

Proficiency in Java, Html, CSS, Excel, Microsoft Word, PowerPoint