Coby Anderson

601 R St. Apt 417
Lincoln, NE 68508
canderson119@unl.edu
(308) 995 - 7566

Education

University of Nebraska - Lincoln - *In Progress*
Pursuing Bachelor of Science in Education and Human Sciences - Business Marketing and Info. Tech, Secondary Education
Awarded College of Education and Human Sciences Dean's List - *Fall 2022 and Spring 2023*

Experience

University of Nebraska-Lincoln, College of Education and Human Sciences
Education Services Courier - Lincoln, NE - Sep 2022 - Current

- Handled important documents and transportation from location to location, organizing time and tasks
- Worked closely with the College of Education and Human Services for specific tasks, using communication
- Used time management and organization skills in an office environment
- Google Classroom Certified

Courtyard Marriott Lincoln
Event Setup and Maintenance - Lincoln, NE - Aug 2023 - Current

- Assist with setup and take down for a variety of events, speeches, banquets, etc.
- Perform Preventable Maintenance on hotel rooms and equipment, answer room maintenance requests
- Use effective teamwork and communication for daily tasks, maintenance, and event setups

Holdrege City Pool
Manager - May 2021 - August 2022

- Communicate effectively and used teamwork skills with employees, highlighting leadership roles
- Deduct proper problem solving, using a full troubleshooting process, to various patron and employee issues
- Handle pool maintenance operations, requests, and broken pieces of equipment
- Effectively Organize and build various schedules, rules, and guidelines using websites and resources
- Handle various customer situations ranging from disruptive, to contacting local law enforcement
- Certified Pool Manager and operator License, Certified in CPR, as well as Certified In lifeguarding

Cashier - May 2016 - August 2017

- Handle opening and closing duties as required
- Use effective communication to answer phone calls, make announcement, and make sales
- Money handling, record-keeping, and multitasking abilities using numbers and record books
- Prepare various documents and record various disruptions

Buckle
Guest Services - Kearney, NE - August 2021 - January 2022

- Coordinated with team members and customers on orders, calls, prices, HR issues, loss prevention, etc.
- Provided exceptional customer service and sales services through phone, and online messages
- Used multi-tasking and problem-solving skills to communicate, enter information, and data for each task
- Used a variety of number and record keeping skills to track and record orders and inventory
- Mastered computer skills to fill job requirements, including Word, Excel, and Job Specific Programs

Volunteerism

Holdrege Cross Country Team - Volunteer Coach - 2021-2022
Holdrege Track Team - Volunteer Coach - 2022
Holdrege Girls and Boys Youth Basketball Tournament Referee - 2021-2023
American Red Cross - Volunteer Bell Ringer - 2016 - 2021
Lincoln Southeast Freshman Volunteer Coach – 2023 - Current

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References

Ramona Schoenrock

BMIT Secondary Education Coordinator
230 Carolyn Pope Edwards Hall (291)
Lincoln, NE 68588
(402) 910 - 5030
rschoenrock2@unl.edu
Professor / Lecturer

Steph Fuehrer

Holdrege Cross Country Head Coach/Middle School Track and Field
610 Arthur Street
Holdrege, NE 68949
steph.feuhrer@dusters.org
(308) 991 - 2449
Teacher / Coach / Head Coach

Kirk Petit

Holdrege Track Coach and Mentor
kirk.petit@dusters.org
(308) 999 - 7838
Mentor / Coach / Former Supervisor