

# Addison Sparling

415 Park St. | P.O. Box 73  
Northville, South Dakota 57465  
Phone: (605) 468-9716 | Email: AS3832@k12.sd.us

## Objective

---

Obtain a position as an administrative assistant

## Education

---

Northwestern High School

August 2014 – Present

General Studies

**Relative Coursework:** Introduction to Business, Business Management, Career Exploration, Accounting I, Advanced Computers, Personal Finance, and Business Law

**Anticipated graduation:** May 19, 2018

**GPA:** 3.92

## Skills

---

- Experienced with Microsoft applications, including Word, PowerPoint, Excel, Access, Expression Web and Publisher, along with Adobe Photoshop.
- Extra-curricular activities and leadership positions in each activity.
- Business, leadership, and communication skills through Future Business Leaders of America.
- Completed various business-related projects geared to creating business plans, creating website designs, publication designs, marketing and hospitality management, on the spot decision making, and social media campaigns.
- Leadership positions on sports teams, in the class room, and through FBLA projects and community service events.
- Demonstrate responsibility in school, on the job, and in organizations.
- Perseverance through any obstacle.
- Organization and means to harness the time and work to get any job done.
- Dedicated to accomplish any goal or project I set my mind to.

## Activities

---

Varsity Basketball (5 years)

Journalism (Grade 10, 11)

International Science  
Fair (Grade 11)

Varsity Volleyball (4 years)

Future Business Leader  
of America (4 years)

National FBLA  
(Grade 11)

Varsity Track (2 years)

FFA (Grade 11)

Science Bowl  
(Grade 9)

JO Volleyball (4 years)

Fellowship of Christian  
Athletes (4 years)

AAU Basketball (5 years)

State Science Fair (6 years)

# Addison Sparling

415 Park St. | P.O. Box 73

Northville, South Dakota 57465

Phone: (605) 468-9716 | Email: [AS3832@k12.sd.us](mailto:AS3832@k12.sd.us)

## Work Experience

---

**Sparling Farms**

**Farm Hand**

**January 2012 – Present**

**Supervisor** – Jason Sparling

**Responsibilities and Skills:** Sorting cattle and paying close attention to which animal goes where, baled and gathered hay, fed cattle and buffalo, opened gates for other farm hands, fixed fence, cleaned pole barns, tractors, and trucks.

**Babysitting**

**Care Provider**

**January 2010 – Present**

**Supervisors** – Alana Sparling, Alicia Bruns, Amy Troske, Rebecca Stoltenburg, and Renae Melcher

**Responsibilities and Skills:** Responsible for multiple children of all ages, cooked meals, took to appointments, took to practices, patience, changed diapers, organized and created activities, arranged bedtime, spent the night and woke up in the nights with the children.

**NW Wildwear**

**Employee**

**August 2017-December '17**

**Supervisor** – Anne Frericks

**Responsibilities and Skills:** Financial aspects of the business, screen printing shirts, organizing orders and order sheets, and product purchase decisions.

## Leadership and Achievements

---

- Sportsmanship Player of the Game
- National Girls and Women in Sports Recognition
- Five year letter in Basketball while being the captain for three years
- Four year letter in Volleyball
- Two year letter in Track
- State Science Fair: 1<sup>st</sup> Place, 2<sup>nd</sup> Place, Teachers Award
- All-State third team in Volleyball, All-State second team in volleyball, All-conference second team in Basketball
- 4<sup>th</sup> Place in Ag Communications at the State Competition
- Future Business Leaders of America State Conference: 3<sup>rd</sup> in Intro to FBLA Principles and Procedures, 4<sup>th</sup> in Hospitality Management, 5<sup>th</sup> in Spreadsheet, 3<sup>rd</sup> in Publication Design, 2<sup>nd</sup> in Business Plan, 2<sup>nd</sup> in Website Design, 1<sup>st</sup> in Social Media Campaign, and 1<sup>st</sup> in Marketing
- 2016 Class B Volleyball State Championship
- 2017 Class B Volleyball State Championship
- Class President
- FBLA Secretary

## References

---

Alicia Bruns: Employer  
(605) 290-7544  
38705 153<sup>rd</sup> St.  
Mellette, SD 57461

Mrs. Anne Frericks:Techer  
(605) 887-3467  
221 3<sup>rd</sup> St  
Mellette, SD 57461

Mrs. Denise Clemens: Teacher and Coach  
(605) 887-3467  
221 3<sup>rd</sup> St  
Mellette, SD