

Samantha Olson

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Objective

Obtain a position as an administrative assistant

Education

Northwestern High School	August 2017-Present	College Prep
Relative Coursework: Business Management, Personal Finance, Business Law, and Accounting I		
Anticipated graduation: May 2019	GPA: 3.77	ACT: 20

Skills

- Experience with Microsoft applications, including Word, PowerPoint, Excel, Access, Expression Web and Publisher, along with Adobe Photoshop.
- Active in many extracurricular activities and held various leadership positions in each.
- Familiar with business activities and duties throughout involvement in Future Business Leaders of America.
- Completes numerous business-related projects.
- Demonstrates leadership through all activities by holding positions, leading projects, and working with others as a team.
- Leads numerous community service and volunteer projects with groups.
- Dedicated to all activities and projects in order to accomplish main goal.
- Demonstrates responsibility in school, on the job, and in organizations.
- Perseveres despite any obstacles.

Activities

Varsity Basketball (Grades 11,12)	Varsity Volleyball (Grades 10,11,12)	State Science Fair (Grade 11)
Journalism (Grade 12)	Future Business Leader of America (Grades 11,12)	National FBLA (Grade 11)
Varsity Track (Grades 11,12)	FFA (Grade 10,11,12)	National FFA (Grade 11)
Club Volleyball (Grades 5-12)	Fellowship of Christian Athletes (Grades 11,12)	4-H (10 years)
Livestock Showing (10 years)	Band/Chorus (Grades 5-9)	Robotics (Grades 11,12)
Honor Roll (Grades 9,10,11,12)	Oral Interpretation & Plays (Grades 9, 10, 11,12)	Snow Queen (Grade 12)

Work Experience

Kippley Angus Farms

Farm Hand

January 2012 – Present

Supervisor – John Kippley

Responsibilities and Skills: Sorts cattle and pays close attention to which animal goes where, bales and gathers hay, feeds cattle, opens gates for other farm hands, fixes fence, cleans barns, tractors, and trucks.

Babysitting

Care Provider

January 2010 – Present

Supervisors – Stephine Myers, Jeff Kippley

Responsibilities and Skills: Responsible for multiple children of all ages, cook meals, take to appointments, take to practices, show patience, change diapers, organize and create activities, arrange bedtime, spend the night and wake up in the nights with the children.

NW Wildwear

Employee

August 2018-December '18

Supervisors- Anne Frericks

Responsibilities and Skills: Responsible for financial aspects of the business, screen printed shirts, organized orders and order sheets, and made product purchase decisions.

Leadership and Achievements

- Three-year letter in Volleyball
- Two-year letter in Basketball
- Two-year letter in Track
- 2017 State Volleyball Champion
- National Girls and Women in Sports Recognition
- National FBLA contestant in Business Plan
- FBLA state conference: 1st in Business Plan 2nd Management Decisions Making
- FFA district 6: 1st in Ag Communications, 2nd in Ag Issues, 3rd in Marketing Plan
- FFA state conference placed 1st in Ag Communications
- FFA National Convention placed 10th in Ag Communications
- FFA Nationals individually placed in Gold
- FFA chapter officer: Secretary 2018-2019, Treasurer 2016-2017
- FFA District officer Reporter 2017-2018
- Placed 2nd at local science fair
- Received an award at state science fair
- Honor Roll (2013-present)
- 4-H showing awards
- Drama and Oral Interpretation awards
- 2019 Princess of Autumn
- 2018 Girl's State Treasure

References

References provided upon request