

Shannon N. Gries



Objective

To complete a Bachelor's Degree in Business Management and Interior Design; To pursue a career within a corporation in which I can continue to grow as a professional designer and effective project manager.

Education

Colorado State University, Fort Collins, CO
Duel Majors: Organizational Management & Interior Design
4.0 cumulative GPA
Anticipated Graduation Date: Spring, 2006
Windsor High School, Windsor, CO
Graduated May, 2002: Class Valedictorian / Class Rank 1/167 / 4.0 cumulative GPA
Academic Distinctions: News4 Class of Colorado 2002, Who's Who in American High School Merit Award,
The Masonic Lodge of Outstanding Achievement, National Honor Society Merit Nominee

Skills

Technical

Windows XP/Office XP
Additional technical expertise includes CD writers, desktop scanners, photocopiers, fax machines
Accurately type 50+ words per minute

Character

Present creative and effective problem solving skills; efficient in multi-tasking
Motivated and productive in team/individual settings; display strong leadership and responsibility
Exhibit valuable communication and listening skills; demonstrate innovative professionalism

Work History

King Surveyors, Inc., Administrative Assistant, Windsor, CO

Tasha Gibbons, Supervisor, September, 2001-Present

- Generated a detailed training guide for future assistant employees
- Created new organizational methods to increase productivity
- Represented our company positively to current and potential clients
- Prepared a company resume and other documents to send to clientele and government agencies

Hogan's Restaurant & Saloon, Server/Event Service, Windsor, CO

Eric Nordhagen, Owner, December, 1999-September, 2001

- Successfully interacted with customers and followed written/oral directions
- Demonstrated knowledge of menu item preparation, ingredients and high-end items
- Configured dining hall arrangement for meetings, banquets and other special events

Extracurricular Involvement 1998-2003

CSU Student Networking Program 2002-2003

Community Service Chairperson; Social Activities Co-Chairperson

CSU Victim Assistance Team Advocate 2002-2003

American Society of Interior Design (ASID) 2002-2003

ASID Publicity Co-Chairperson

Windsor High School Future Business Leaders of America Chapter Vice President 1998-2002

Awards: Job Interview-1st Place District Award/2nd Place State Award/2nd Place National Award

Conferences: FBLA Fall, District and State Leadership Conferences

Windsor High School Student Council 1998-2002

Positions: Student Body President, Executive Secretary, Freshman Class Officer/Representative

Conferences: Student Council Tri-Valley and State Retreats

Community Involvement

Over \$13,000 in charitable fundraising; Over 330 hours of volunteer service

References

Available upon request