

Cortney Hodgson

29950 Weld County Road 57 • Greeley, Colorado 80631

(970) 352-3167 (Home) • (970) 324-0865 (Cell)

- Future Aspirations:** To obtain a part-time administrative assistant position with the Merit Corporation and pursue a degree in Business Administration.
- Education:** Platte Valley High School; 3.95 G.P.A.
901 Campbell Street, Kersey, CO 80644, (970) 336-8700
National Honor Society 2004-2006
4-year honor roll letter recipient
- Acquired Skills:** Ethical practices, leadership aptitude, desire to thrive, superior communication skills
Developed work ethic, Sound knowledge of financials, high achievement for excellence
Exceptional computer skills with Microsoft Office & office equipment
- Industry Experience:** The Feed Barn; 29950 W.C.R. 57, Greeley, Colorado
Owner, Manager 2002-Present
Deal with customers and all financial needs for company
Business and Office Student Services (B.O.S.S.); 901 Campbell Street, Kersey, Colorado
Administrative Assistant 2005-2006
Put together school district news letter, 10+ pages, 1000+ copies
Handle daily duties of office matters when office manager is away
R&B Market; 320 Hill Street, Kersey, Colorado
Cashier
Handle \$1,000+ in 5-hour shift
Meat Processor
Gain knowledge of carcass parts
Put together custom orders for customers
- Community Service:** Over 1200 hours of service preformed 2002-2006
- Recycling Program- Started program in High School
 - "Adopt a Family" Christmas Program
 - Trick-R-Treat Street
 - Weld County Santa Cop Program
 - Assisting young 4-H and FFA members with their projects
 - Organizing food baskets for local families for Christmas
 - Memorial Flag Posting
 - Little American Royal Livestock Show
 - Christmas Gift Boxes for needy families
 - Box Elder Ag. 4-H Club Activities
- Leadership:**
- Future Business Leaders of America
 - Active Member 2003-2006
 - Citizenship Washington Focus
 - National FFA Organization 2002-2006
 - President- 2005-2006; Treasurer- 2004-2005
 - Box Elder Ag. 4-H Club 1997-2006
 - President- 2003-2006; Vice-President- 2002-2003;
Secretary-2001-2002; Reporter- 1999-2001
 - Weld County Livestock Judging
 - Weld County Junior Livestock Sale Committee
 - Weld County Youth Executive Council
- Awards:**
- District Champion Parliamentary Procedure (FBLA) 2004, 2005
 - District 1 Job Interview Qualifier (FBLA) 2006
 - Future Level Business Achievement Award 2006
 - State FFA Degree 2006
 - Colorado State Champion Livestock Evaluation Team (4-H & FFA) 2004
 - Colorado All-State Livestock Judging Team 2003, 2004
 - State Runner-Up Agricultural Sales Proficiency Award (FFA) 2003, 2005