
REILLY GRANBERG

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PROFESSIONAL SUMMARY

College student looking for full or part time position in a local area that would challenge me to learn new skills.

SKILLS

- Strong communication skills
- Flexible schedule
- Organized
- Takes instruction
- Reliable transportation
- Problem Solver
- Available for all shifts
- Eager to learn new positions

WORK HISTORY

Desk Worker, 05/2014 to 12/2014

Creighton Residence Life – Omaha, NE

- Answered dorm resident's questions about a number of problems and issues, which included maintenance requests and mail delivery.
- Addressed complaints and used my problem solving skills to meet the resident's needs and concerns.
- Managed the money that was gained through missing dorm keys and missing identification cards.

Field Representative, 01/2011 to Current

Union Colony Insurance – Greeley, CO

- Set appointments with customers to photograph their properties for insurance purposes.
- Duties include attaching photos in a company management system, general filing duties, janitorial duties, and snow removal.

Registered Baseball Umpire, 05/2014 to 07/2014

Omaha Metro Umpires – Omaha, NE

- Umpired baseball games with boys aged 9-15 years old.
- Managed all aspects of the baseball games that I participated in.
- Responsible for the safety of the coaches, players, and spectators during the game.
- Worked multiple tournament semifinal and championship games.

EDUCATION

Bachelor of Arts: Classical and Near Eastern Studies, Fall 2015

Creighton University - Omaha, NE

High School Diploma: Honors Diploma, 2011

Holy Family High School - Broomfield, CO

ACCOMPLISHMENTS

- Boy Scouts of America: Eagle Scout
- Recipient of Leo Vincent Jack's Scholarship in Classical Languages
- Recipient of Ignatius of Loyola Leadership Scholarship
- Creighton University Merit Scholarship