**Caitlynn Minton**

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School address: The Quarters 2401 US-6, Iowa City, IA 52240 APT # 22-102

The University of Iowa, Iowa City, IA Anticipated December 2020

Communications B.A.

**Work Experience**

Administration Assistant at Meade Russell CPA January 2019-September 2020

* Scanned, copied, and filed important documents
* Reorganized office for better use
* Proof read and fixed individual and business taxes
* Helped Clients in an orderly fashion and informed them of their taxes
* Assisted CPA’s with their daily work to ease their coursework
* Adapted to change in working environments as went to different offices
* In charge of processing payments

C-Store Associate at University of Iowa January 2019- Present

* Efficiently assisted customers in their needs
* Maintained a clean and presentable space
* Did transactions as well as refunds appropriately
* Restocked items diligently
* Reorganized items for better visibility

**Volunteer Experience**

Dance Marathon

* Raised money to help children with cancer
* Went to events to seek help and give awareness on cancer
* Informed households in the state of Iowa about the cause
* Spent time with families that were affected

**Skills**

* Computer**:** Microsoft, Word, Excel, Power Point, Internet research, Data Entry, Google Docs, Calendar