|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Morgan Imhoff**  **www.linkedin.com/in/morganimhoff** | | |  |
| School Address | |  |  | Permanent Address |
| 503 E. 12th Street, Apt E. | |  |  | 59164 Hwy U |
| Rolla, Missouri 65401 | |  |  | Jamestown, Missouri 65046 |
| Meimcb@mst.edu | |  |  | (573) 645-4530 |
|  |  |  |  |  |
| Objective | To obtain a full-time position upon graduation as a Project Manager | | |  |
|  |  |  |  |  |
| Education | Missouri University of Science and Technology | | | May 2016 |
|  | **B.S. Business Management** | | |  |
|  | **Minors: Entrepreneurship, IST, Marketing** | | |  |
|  |  | | |  |
| Experience | Missouri S&T – Advancement Office | | | Rolla, MO |
|  | **Student Development Officer** | | | September 2014-Present |
|  | · Advised a portfolio of alumni to keep them connected with the University | | | |
|  | · Built relationships with past alumni by attaining personal rapports | | | |
|  | · Attended and accommodated alumni at University Advancement events | | | |
|  | · Collaborated with Office of Annual Giving to ensure cultivation efforts were not duplicated | | | |
|  |  |  |  |  |
|  | Imhoff Construction Inc. | | | Jamestown, MO |
|  | **Assistant Project Manager** | | | May 2014 – August 2015 |
|  | · Estimated bids using On-Center | | | |
|  | · Delivered materials to job sites | | | |
|  | · Answered the telephone; interacting with contractors and customers  · Entered and paid bills using QuickBooks | | | |
|  |  |  |  |  |
|  | Missouri S&T – New Student Programs | | | Rolla, MO |
|  | **Opening Week Transfer Mentor** | | | August 2014, 2015 |
|  | · Directed a group of 10 transferring students | | | |
|  | · Oversaw an opening week project that competed against opposing Opening Week Teams | | | |
|  | · Lead campus tours to ensure mentees familiarization with the campus and community | | | |
|  |  |  |  |  |
|  | Lucky Dog Pub and Grub | | | Jamestown, MO |
|  | **Head Hostess, Waitress and Trainer** | | | September 2008-May 2010 |
|  | · Opened and closed the restaurant independently | | | |
|  | · Prepared and operated cash register for daily use  · Cleaned and maintained restaurant to improve the customers experience  · Communicated and multitasked with customers and cooks | | | |
|  |  |  |  |  |
| Computer | Microsoft Excel | Microsoft Access | Microsoft PowerPoint | Adobe InDesign |
| Skills | C# | Mac | Quick Books | SAP ERP |
|  |  |  |  |  |
| Honors and | Miner Varsity Softball Team – **Varsity player**  Solar House Design Team – **Public Relations Representative** | | | |
| Activities | 2014 Fall Honor Roll | | | |
|  |  | | | |