

# Casey Steiner

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## OBJECTIVES

To obtain a part-time position and gain valuable transferable skills while attending Bowling Green State University.

To obtain a full-time position, post graduation, using the wide variety of skills obtained while attending Bowling Green State University.

## EDUCATION

### **Bowling Green State University**

May 2019

Bachelor of Fine Arts

Major: Digital Arts Animation

GPA: 3.306

### **Bluffton University**

December 2015

Major: Music, Minor: Psychology

## WORK EXPERIENCE

### **BGSU Capital Planning**

Bowling Green, Ohio

Spring 2017-Present

Student Worker

- Communicated with staff, employees, and other individuals to answer questions, disseminate or explain information, direct questions to appropriate faculty member, and address complaints.
- Organize information in Microsoft Excel, verify data accuracy, and assist faculty members in a variety of ways.
- Answered telephones, direct calls, and take messages.
- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

### **For Keeps**

Bowling Green, Ohio

Spring 2017-Present

Sales Associate

- Processed payments by cash, check, credit cards, or automatic debits.
- Gave full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Answered questions for customers.
- Cleaned and sanitized work areas and restrooms.

**BGSU Libraries - Center for Archival Collections**

Bowling Green, Ohio

Spring 2016-Spring 2017

Student Worker

- Communicated with patrons, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Organized Archival Inventory using online databases and Microsoft Excel.
- Answered telephones, direct calls, and take messages.
- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

**Hot Head Burrito**

Celina, Ohio

June 2014- August 2015

Food Prep Associate

- Prepared a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.
- Received payment by cash, check, credit cards, or automatic debits.
- Gave full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Answered questions for customers.
- Cleaned and sanitized work areas, equipment, utensils, dishes, or silverware.

**CO-CURRICULAR ACTIVITIES/AWARDS****Bluffton University**

Performing Scholar, Music Major Scholarship - awarded April 2015

Trustees Scholarship - awarded April 2015

**Bowling Green State University**

University Women's Chorus President - Academic Year 2017-18

Bravo Talent Scholarship - awarded Spring 2018

**REFERENCES**

References available upon request.