

Courtney Blackmon
Courtney.Blackmon@tamuc.edu

Summary of Qualifications:

- Proficient in Microsoft Office – Excel, Word, PowerPoint, and Outlook
- Proficient in Qualtrics Survey Research
- Extensive experience in customer service
- Ability to effectively communicate with customers and employees
- Effective leadership and organization skills
- Experience supervising twenty-five employees
- Skilled in designing, implementing, and evaluating fitness programs
- Excellent problem solving and decision making skills
- Outstanding ability to learn and apply new information

Education:

Texas A&M University-Commerce, Commerce Texas

Master of Science May 2014

Major: Health, Kinesiology, Sports Studies

Concentration: Health Promotion

Overall GPA 3.75

Texas A&M University-Commerce, Commerce Texas

Bachelor of Science May 2012

Major: Health Promotion

Minor: Interdisciplinary Studies

Overall GPA 3.58

Awards, Affiliations, Certifications:

- Red Cross Adult and Pediatric CPR, AED, and First Aid certified.
- Deans and Presidents Lists, 2009-2012
- Texas Association for Health, Physical Education, Recreation and Dance member
- TAMUC Health Promotion Student of the Year.
- American Kinesiology Association Graduate Scholar Award
- TAMUC Graduate Student of the Year: Health Promotion
- The National Society of Leadership and Success, Commerce, Texas, 2013-present
- Texas A&M University-Commerce Graduate Assistant Research Symposium Spring 2013; Spring 2014
- Texas A&M University System 10th Annual Pathways Student Research Symposium in Galveston, Texas, 2012
- Texas A&M University-Commerce, Phi Pi Delta 2009- present

Employment History:

Teller II, Texans Credit Union, Garland, Texas, April 2013- present

- Provide a variety of paying and receiving functions for members
- Balances each day's transactions and verifies cash totals
- Open and close accounts, renewing certificates, and
- Assist members with bookkeeping and checking account problems

Graduate Assistant for *Texas A&M University-Commerce*, Health and Human Performance Department, Commerce Texas August 2012-May 2014

- Taught Foundation of Kinesiology for four semesters
- Develop Foundation of Kinesiology outline and syllabus for four semesters
- Substitute for Lifetime Fitness, Volleyball and Tennis courses
- Assisted in planning the Health and Human Department's Awards Ceremony
- Assisted in Cooking/Shopping Economics Program for Head Start Families
- Assist faculty with research using Excel
- Update current student information
- Designed the Enrollment Management Project
- Create a Graduate handbook for the Health and Human Department

Head Cashier, Lowe's Home Improvement, Garland, Texas July 2011-January 2013

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning and end of shifts
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills

Intern at the Dallas County Juvenile Department, Mesquite, Texas, January 2012-April 2012

- Developed major final project
- Type court documents
- Operated phone systems
- Data entry
- Assisted in school visits, home visits, and court dates

Customer Service Representative/Cash Office Clerk, Lowe's Home Improvement, Sulphur Springs, Texas February 2011- July 2011

- Ensured the accuracy of receipts and payment transaction
- Conduct sales transactions and filing orders for specialty products.
- Maintain all cost controls, cash control, and customer relations.
- Operated phone systems

Manager, Domino's Pizza, Commerce Texas October 2009- December 2010

- Maintain all cost controls, inventory, cash control, and customer relations.
- Make sure all policies and procedures are followed one hundred percent
- Marketing sales promotions
- Operated phone systems