

Samuel E. Anderson

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EDUCATION

The University of Iowa, Iowa City, IA
B.B.A. Economics

Anticipated May 2020

PROFESSIONAL EXPERIENCE

Finance Intern

June 2019 – August 2019

Centro Inc., North Liberty, Iowa

- Entered weekly and monthly journal entries into ERP System
- Retrieved data and produced a detailed Excel spreadsheet for cost accounting project that was reported to the CFO
- Received invoices daily and entered into ERP System to pay vendors
- Accumulated and sorted thousands of lines of expense data using functions in Excel for an easily readable report for the yearly Audit

Supervisor

May 2018 – Present

Huhot Mongolian Grill, Coralville, Iowa

- Balance books, report sales, project daily guest count, and report data to Regional Manager
- Clearly and promptly communicate pertinent information to 15+ staff members, such as reservations or last-minute changes
- Order and receive stock weekly

LEADERSHIP EXPERIENCE

Executive Board Member, RiverRun 5k

August 2018 – Present

The University of Iowa, Iowa City, IA

- Strengthened communication, teamwork, interpersonal, and presentation skills through a two-semester commitment to RiverRun, a student organization, that promotes physical fitness for all ages while raising money for Extend the Dream Foundation

Group Leader, OnIOWA!

August 2019

The University of Iowa, Iowa City, IA

- Welcomed a group of 40 students during their first week on campus and provided many essential resources vital to their success as students at the University of Iowa
- Accumulated volunteer hours while moving students into their dorm rooms, proctored yard games at the Old Capital, and through classroom presentations of the Iowa EXCEL Challenge

WORK EXPERIENCE

Server

October 2015 – Present

Huhot Mongolian Grill, Cedar Rapids/Coralville, Iowa

- Assist guests in order selection by promoting specific menu items and specials
- Accommodate customers with food allergies by making sure their meal is prepared properly
- Up-sell appetizers, specialty beverages, and desserts to increase guest check averages
- Repeatedly have the highest overall sales during shifts
- Placed third overall in the holiday gift card selling competition