

Annie Luhmann

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EDUCATION

Bachelor of Arts in International Relations, *Wheaton College*, Wheaton, IL

Anticipated May 2023

- GPA: 4.00/4.00
- Dean's List
- Related Coursework: International Politics, American Politics & Government
- Student Government: Student Wellness Committee Member
- Certificate – Peace and Conflict Studies

Anticipated May 2023

EXPERIENCE

Title & Escrow Assistant, *Title Services, Inc.*, Missoula, MT

February 2020 - August 2020

- Transported and handled various legal items and large sums of money responsibly.
- Created and recorded legal deeds and documents which required accuracy and attention to detail.
- Benefitted the relationship between clients and our company by problem-solving and providing customer service.

Office Volunteer, *Salt Church*, Wollongong, NSW, Australia

August 2019 - February 2020

- Assisted the church staff in various admin and organizational responsibilities.
- Co-organized a trivia night fundraiser for a local homeless shelter where I connected with numerous businesses to collect a wide variety of prizes.

Caller, *Ruffalo Noel Levitz*, Missoula, MT

January 2019 - May 2019

- Built rapport with alumni of the University of Montana in efforts to fundraise, and deescalated tense situations when necessary.

Head Waitress, *Bamboo Chopstix II*, Missoula, MT

September 2016 - December 2017

- Worked up quickly from hostess to head waitress.
- Managed the dining room of the restaurant which included table service, keeping cleanliness, and money handling.
- Acted as a mediator between customers and upper management and resolved any conflict.

Camp Counselor, *Big Sky Bible Camp*, Bigfork, MT

Summer 2016 & 2017

- Primary caretaker for 9-11 kids aged between 5-15 (depending on the week). Two weeks of camp each summer were for people of all ages with disabilities.
- Taught Bible classes and safely led a variety of electives, including a high ropes course, rock climbing wall, sports, games, swimming, and more.

Nanny/Babysitter, Missoula, MT; Wollongong, Australia

2011 - Present

- Various casual babysitting and full-time nanny positions. I have taken care of children of all ages (newborn-15), abilities, and multiple at once (I have cared for up to 15 for different gatherings), including regular nannying for newborn twins and, at another time, one-year-old twins.