

Carly Greaves

Phone Number: 269-470-0746 Email: CAGreaves2023@manchester.edu

Current Address: 604 East College Avenue, North Manchester, IN, 46962

Permanent Address: 2430 Mayflower Road, Niles, MI, 49120

Educational History:

Bachelor of Sciences; Anticipated in May 2023

Manchester University, North Manchester, IN

- Current GPA: 4.0
- Honors Program
- Awarded the Presidential Scholarship
- Dean's List

Honors Diploma; Received May 2019

Buchanan High School, Buchanan, MI

- Valedictorian
- Honors Program
- 4.307 GPA

Work Experience:

Desk Worker

Funderburg Library, Manchester University

September 2021 - Present

North Manchester, IN

- Offered polite and efficient customer service
- Checked materials in and out of library for customers
- Returned materials to proper places in library

Online Editor

The Oak Leaves, Manchester University's newspaper

September 2020 - Present

North Manchester, IN

- Transferred articles to the newspaper's website
- Updated the website's homepage as needed
- Completed work efficiently and in a timely manner

Clerk/Support Staff

Physicians Holistic Health Alliance

October 2018 - April 2020

Mishawaka, IN

- Properly disposed of confidential paperwork
- Set up and resupplied patient rooms after use
- Established a system to organize patient files