**Morgan B Northcutt**

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**EDUCATION**

**Bachelor of Science in Commerce and Business Administration**, May 2020

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Finance Minor: Real Estate

**COURSE WORK EXPERIENCE**

**Intro to Accounting**: Studied accounting and financial reporting concepts in financial decisions

**Financial Institutions and Markets**: Consistently reviewed FOMC statements and effects of decisions on financial institutions

**Business Finance:** Established framework for making financing, investing, and dividend decisions

**Real Estate Finance:** Established framework for making investing and financing decisions

**WORK EXPERIENCE**

***Covenant Consulting Group, LLC Receptionist,*** *Tuscaloosa, AL, February 2018- Present*

* Perform other work related duties as directed by supervisor
* Provide general admin duties; such as, typing, filing, copying, faxing, mailings, scanning, etc.
* Schedule meetings and lead the handling of meeting logistics
* Answer calls, screen calls, take accurate messages, and provide information to callers
* Assemble and deliver tax returns
* Provide general customer service to visitors or clients

***Shay’s Jewelers Sales Associate,*** *Hoover, Al December 2016 – August 2018*

* Facilitated sales transactions in shop while providing professional customer service
* Ensured proper presentation, organization, storing and replenishment of stock
* Collaborated on daily routines and facilitated store flow
* Balanced register completing accurate cash and credit transactions
* Completed all cleaning, stocking and organizing tasks in assigned sales area

***Babysitter, Alex Hare,*** *Birmingham, AL, May 2016 – August 2018*

* Planned and organized activities for children during the summer
* Prepared meals and snacks for children
* Communicated with parent regarding daily activities

***Lake Crest HOA Pool Monitor,*** *Hoover, AL, May 2014 - August 2015*

* Maintained pool sanitation to exceed residents’ expectations
* Provided guest services through checking residents into pool area
* Monitored pool operation by checking chemicals, and maintaining the temperature of the pools
* Enforced pool rules

**LEADERSHIP**

**Camp Winnataska***, Pell City, AL*

*Over Night Camp Counselor, June* 2014

* Provided supervision and direction of activities and programs for more than 20 children daily
* Prepared and read devotionals to children in assigned cabin daily
* Prepared and served snacks and meals in the cafeteria and snack bars daily
* Assist the camp teachers on staff in operating and executing the daily activities on the schedule

**ACTIVITIES, SERVICE, HONORS**

**Service:** Susan G. Komen, Peer Helping/Tutoring, MS Lemonade Stand

**Honors:** Dean’s List

**SKILLS & QUALIFICATIONS**

Microsoft Office Suite; QuickBooks; Mail Chimp; WordPress; Net Solutions