

# COOPER TRUDEAU

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## PROFILE

Motivated business student with experience in fast-paced, client-facing environments. Strong time management, attention to detail, and teamwork skills developed through balancing academics and part-time work. Interested in finance and building analytical and professional skills in a structured internship setting.

## EDUCATION

### University of Nevada, Reno

Bachelor of Science in Business Expected May 2029

- Relevant Coursework (planned): Finance, Accounting, Economics, Statistics

### Bishop Manogue Catholic High School

High School Diploma June 2025

## EXPERIENCE

### Roundabout Catering — Server Oct 2022 – Present

- Deliver high-quality service in formal, high-volume environments with strong attention to detail
- Manage multiple responsibilities simultaneously, demonstrating organization and efficiency
- Collaborate with team members to execute large events smoothly
- Communicate professionally with clients to ensure a positive experience

### Chipotle Mexican Grill — Crew Member Jan 2025 – Present

- Operate in a fast-paced environment while maintaining accuracy and consistency
- Support team workflow during peak hours to improve service efficiency
- Provide customer service by resolving requests quickly and effectively
- Maintain cleanliness and compliance with operational standards

## VOLUNTEER EXPERIENCE

### Nevada Humane Society

Nov 2023 – Apr 2024

- Organized donations and maintained records to support operations

### Food Bank of Northern Nevada

Sep 2023 – Dec 2023

- Assisted in food distribution for local communities

### Mission Trip — Puerto Rico

June 2024

- Collaborated on community service projects in a team-based environment

## SKILLS

- Time Management & Organization
- Team Collaboration
- Professional Communication
- Problem Solving
- Attention to Detail
- Customer Service
- Adaptability
- Reliability & Work Ethic

## TECHNICAL SKILLS

- Microsoft Excel (Basic/Intermediate)
- Google Sheets
- Microsoft Office (Word, PowerPoint)