

Quinton Hurlburt

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Job Experience

Haskell Indian Nations University, Lawrence, KS— Tutor

August 2019 - Current

The job included tutoring for sociology, english, and biology. I would help students with their studies from studying for tests to homework assignments. I would also file papers and take calls when needed. I would also clean my area of work, reinforcing a clean and welcoming environment. If I were cleaning or filing papers and a student were to ask me for help I would immediately drop what I was doing to help them. **This job really helped me develop communication skills, secatorial skills and teaching abilities.**

Sykes, Fort Smith, AR — Credit Card Service Agent

May 2020 - September 2020

This job mainly focused on solving problems for people involving their credit card with a non-disclosed bank. Job includes everything from ordering new credit cards to taking payments to filing fraud claims on unauthorized charges along with several other situations. Being a Credit Card Service Agent really expanded my **communication** skills and connected with a myriad of people with different identities. My de-escalation skills also massively improved in calming down customers.

Bost, Fort Smith, AR — Child Development Associate

October 2020 - May 2021

Bost is a local nonprofit organization that works with people that have disabilities. I work in the Children's Center doing an abundance of jobs. From filing paperwork to front desk secretary to in the classroom I have excelled in **adaptation** to whatever Bost needs that day. Truly a job that I loved and was sad to leave but had to do so to continue my education.

Education

Roland High School, Roland — Honors High School Diploma

August 2012 - May 2016

Instead of just meeting the criteria, I went above and beyond to pursue a higher standard of knowledge by taking several honor classes.

Haskell Indian Nations University, Lawrence, KS — A.A in Liberal Arts, Expected B.A. in Indigenous and American Indian Studies

August 2017 - May 2019, Expected Graduation Date - Fall 2021

College degree where I continued my education post-secondary. Even though it is a degree with no true specificities, it allowed me to experiment in all sorts of fields to see where my interests lie. This gave me time to gain a bigger pool of general knowledge while specifically working on my critical thinking and communication skills. The Indigenous and American Indian Studies is an interdisciplinary degree that focuses on a number of specializations from an Indigenous perspective. I focused on a social work perspective to lay the foundation to help others.

SOCIAL SKILLS

Communication (Written and Oral) skills
Teamwork
Adaptability
Conflict Resolution
Time Management

HARD SKILLS

Mathematics
Data Analysis
Planning

REFERENCES

Cody Marshall
Relationship: Advisor
pmarshall@haskell.edu

Laura Rice
Relationship: Employer
lrice@haskell.edu

About Me

My name is Quinton Hurlburt and I'm 23 years old. I'm a laid back person that gets along with people very well. I enjoy reading, learning, exercise, and spending time with friends and family. I have a great work ethic as I try to live in the moment. My favorite part of the day is talking to people as they are who energize me.