

Courtney Swanson

crswanson52@gmail.com | 734-658-1292 | Taylor, MI

LinkedIn: <https://www.linkedin.com/in/crswanson52> | GitHub: <https://github.com/cswanson52> |

Portfolio: <https://cswanson52.github.io/portfolio/>

Client Advocate at GreenPath Financial Wellness. Student of the MSU Coding Boot Camp. My work experience has given me skills in communication, time management, and adaptability.

WORK EXPERIENCE

GreenPath Financial Wellness

September 2019 - Present

Client Advocate

Farmington Hills, MI

In my current position, I am the first point of contact to all GreenPath clients. I perform the intake process for all new clients and guide them to the correct counselor or schedule appointments for future assessments. Providing top notch customer service is the most important part of this position.

Red Cap Transportation

July 2012 - September 2019

Billing Clerk/Shipping & Receiving Clerk

Dearborn, MI

My primary responsibility in this position was to maintain a satisfactory relationship with both the customers and our drivers. On an average day, I would service around 100 customers by phone and email, sometimes more. I strived to answer each call thoroughly and accurately, in a timely manner. I was the team member responsible for delegating tasks to make sure everyone was working effectively. My duties also included maintaining current inventory levels, validating load and driver information, billing for local trucking, as well as basic office duties.

EDUCATION

Michigan State University, Detroit, MI - *Current*

March 2021

Coding Certification