

Colter Sprague

Middleton, ID 83644 | coltersprague@gmail.com

QUALIFICATIONS SUMMARY

Experience working in fast-paced environments demanding strong organizational, technical and communication skills. Detail-oriented, exceptional organizational skills, and thrives in a multicultural team environment. Values fostering business relationships and embracing professional community relations. Certified in Word, PowerPoint, and QuickBooks.

RELEVANT SKILLS

- Intermediate skills in MOS Excel
- Proficiency with Power BI
- Strong teamwork and time-management abilities
- Interpersonal communication in English and Spanish

EMPLOYMENT HISTORY

General Merchandise Team Member | TARGET CORPORATION

Nampa, ID

July 2021 – Present

- Provide excellent customer service to 50+ guests daily.
- Supports team members in fulfillment operations.
- Accommodates Spanish-speaking guests and team members.
- Recognized as an effective team leader across departments.

COMMUNITY SERVICE

Audio/Video Team Member | HOPE LUTHERAN CHURCH

Eagle, ID

December 2021 – Present

- Collaborates in a small team setting to achieve desired results.
- Operates audio and video equipment and software.
- Ensures high-quality video recordings and slide transitions.
- Edits and uploads digital content and media.

Volunteer | IDAHO FOOD BANK
2016-2020

Boise, ID

- Prepared and distributed food to patrons in Spanish and English.
- Assisted with logistics of incoming shipments.
- Maintained and recorded inventory ledgers.

CERTIFICATIONS

- MOS Word 2016 2018
- MOS PowerPoint 2016 2019
- Intuit QuickBooks Online Certified User 2021

EDUCATION

BOISE STATE UNIVERSITY Boise, ID
Graduation: May 2025 GPA: 3.808

- Bachelor of Science: Business Administration
- Bachelor of Art: Spanish
- Minor: Finance
- Dean's List with High Honors

REFERENCES AVAILABLE UPON REQUEST
