

McKinney Harwood

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Education

Christopher Newport University: Newport News, VA (May 2018)
Bachelor of Science in Business Administration with a concentration in Finance
Minor in Leadership Studies (GPA: 3.48/4.0)

Relevant Business Experience

Houzz Sales Development Representative· *Nashville, TN (June 2018- Present)*: Connect with the home improvement professional community and educate them on the Houzz platform while building value around the companies local marketing opportunities.

- **Top two sales development representative** since start date, consistently met all sales metrics each month in terms of number of appointments scheduled, appointments attended, and sales closed
- **Qualified all sales leads** based upon specific lead qualification criteria
- **Scheduled calls** between Houzz professionals and Account Executives
- **Developed superior customer service relationships** with prospects
- **Averaged 200 calls per day** while updating company account records

Swisslog Logistics Human Resources Intern· *Newport News, VA (July- August 2017)*: Responsible for new hire information, organizing employee personnel folders, and attending weekly team meetings.

- **Created and designed marketing brochure** to advertise internship opportunities within Swisslog
- **Audited personnel files** for 500+ employees across three offices in preparation for internal audit
- **Created electronic tracking system in Excel** to support ongoing maintenance of employee files
- **Assisted in coordinating logistics for corporate event** of 300+ employees

Northwestern Mutual Financial Representative Intern· *Omaha, NE (May- August 2016)*: Scheduled and planned meetings with potential clients, helped formulate a financial plan, and provided financial solutions for clients.

- **Ranked in the top ten on Vault's top internship list**
- **Established a client base** through cold-calls and held over 50 face-to-face meetings
- **Worked side by side with advisor** to meet potential clients and determine their financial goals
- **Mastered the personalized planning process** to provide financial solutions tailored to clients
- **Nebraska Life, Annuities, and Health certified**

Honors & Leadership Activities

Captain· Christopher Newport Women's Tennis Team

- Balanced 20+ hours of tennis a week along with schoolwork
- Head of scheduling, coordinating, and leading off-season practices
- Held team (2015-2018), doubles (2017), and singles (2015) national ranking
- 2015- 2018 Capital Athletic Conference All Academic Team
- 2015 Regional Rookie of the Year

Member· Christopher Newport University President's Leadership Program

- Hand chosen by President Paul Tribble for scholarship based upon academic excellence, leadership, and community service
- Participated in leadership focused classes, speaker sessions, and community service projects
- Career focused development

Reference Chairman· Phi Mu Fraternity

- Head of recruiting potential new members
- Attend and facilitated weekly recruitment meetings and led biweekly committee meetings
- Assisted in planning formal recruitment

Technical Skills

Microsoft Office (Word, PowerPoint, advanced Excel) · SAP · Salesforce