

## Alexandra M. Prestipino

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1817 N. 17th Street | Philadelphia | PA | 19121 | tel: 570.856.8254

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2015**

**Major: Legal Studies**

GPA: 3.16 |

*Selected Courses:*

Legal Environment of Business	Business Communications
Macroeconomic Principles	Leadership and Organizational Management
Mosaic: Humanities Seminar I	Law of Contracts

ACTIVITIES & AWARDS:

Phi Alpha Delta Pre-Law Fraternity, Membership Spring 2012

Phi Alpha Delta Pre-Law Fraternity, Fundraising Chair, Fall 2012- Spring 2013

Phi Alpha Delta Pre-Law Fraternity, Secretary, Fall 2013-Spring 2014

EXPERIENCE: PUMA NORTH AMERICA, Tannersville, PA

May 2009 - July 2011

**Sales Associate, Greeter, & Cashier**

- Provided customer service for clothing retailer of athletic attire, including shoes, track suits and other accessories.
- Began working as an associate on the floor; promoted to cashier.
- Contributed own ideas to new floor sets; increased awareness on sales floor which lowered the store shrink rate significantly.

THE SHAWNEE INN & GOLF RESORT, Shawnee, PA

May 2012 - Present

**Cart Girl**

- Circulate twenty-seven hole golf course and provide all golfers with food and beverage options.
- Devote own time to cleaning the golf course in order to preserve all wildlife and natural characteristics.

MATERGIA & DUNN LAW FIRM, Stroudsburg, PA

May 2012 - August 2012

**Intern**

- Corresponded with law firm of property, real estate, and malpractice law, attended real-time court cases and closings.
- Supported attorneys and assistants with organization of client files and other documents.
- Shadowed attorneys in real-time court cases and closings, which developed into an important personal learning experience.

SKILLS & LANGUAGES:

- Distinguished user of Windows XP and Mac OSX, including Microsoft Office, MS Word, MS Excel, Powerpoint, Internet Explorer, Outlook Express, Adobe Photoshop, DreamWeaver, SAP, WordPress
- Intermediate Spanish Language.