

# Angela Cipollini

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
**Major: Finance**  
GPA: 3.0  
Selected Courses:

Financial Accounting	Business Statistics
Marketing Management	Microeconomics
Management Information Systems	Macroeconomics

## ACTIVITIES:

- Member, Phi Sigma Sigma National Sorority, Fall 2012 – Present
- Recipient, Temple University Academic Scholarship, Fall 2012-Present

EXPERIENCE: SALON K, Cedar Knolls, NJ January 2012 – June 2012  
**Administrative Assistant**

- Answered business phone calls of potential clients for a 6-seat unisex hair salon
- Scheduled 15 appointments on average per day and effectively communicated the schedule to the stylists
- Handled all monetary transactions averaging \$500 in daily sales

Vito's, Parsippany, NJ Summer 2011  
**Hostess/Server**

- Greeted customers as they entered this 10-table, family owned, casual Italian dining restaurant and pizzeria
- Answered restaurant phone calls and effectively communicated orders to the kitchen
- Explained menu items as well as ingredients while taking customers orders
- Operated the cash register for all cash and credit card transactions

## SKILLS:

- Microsoft Word, PowerPoint, and Excel