

Annemarie Malazita

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Marketing
GPA: 2.91

ACTIVITIES & AWARDS:

Member, American Marketing Association, Spring 2013 – Present
Event Coordinator Committee, Fall 2013 – Present
Community Service Committee, Spring 2013
Member, Temple Women's Rugby Football Club, Spring 2012 – Present
Captain, Fall 2013 – Present

EXPERIENCE: THE RITTENHOUSE HOTEL, Philadelphia, Pa January 2014 – May 2014
Sales and Marketing Intern

- Handle daily amenities, distribution, and other office administrative work at a prestigious AAA Five Star Hotel
- Work with website calendar, updating events throughout the city and writing scripts for social media
- Responsible for communicating with various companies and firms throughout the area about events and specials in the Hotel
- Create spreadsheets for various companies' travel contact information

THE DRAKE TAVERN, Jenkintown, PA August 2010 – Present
Server, Wait Staff

- Provide customer-service for 120-seat, casual bar and restaurant specializing in American cuisine.
- Promoted from food runner to server within 18 months
- Serve customers with excellent service, providing them with daily specials on beverages and entrées
- Acquired knowledge of Micros, a computer system used for modifying and sending specialty drinks and meals to the bar and kitchen

TEMPLE UNIVERSITY, Philadelphia, PA October 2011 – Present
Office Clerk, Facilities Management

- Organize and maintain files within the Main Facilities Management Store Room
- Work with web-based Workflow Management System AiM; input data from counter release forms and purchase requisitions sent from multiple users
- File and transmit reports for inventory requisitions to multiple users
- Manage a flexible work schedule up to 20 hours per week, adjusted according to class schedule

SKILLS:

- Microsoft Office
- AssetWorks AiM Workflow Management Software
- Micros OPERA