

ALEXANDRA M. RUTT

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Marketing
GPA: 3.5, Dean's List: Spring 2012 - Present

ACTIVITIES:

- Social Chair, Fashion and Business Club, Spring 2013 – Present
- Member, American Marketing Association, Spring 2013 – Present
- Member, Habitat for Humanity, Spring 2013 – Present
- Member, The National Society of Leadership and Success, Sigma Alpha Pi, September 2013 – Present
- Organizer, Formalwear Drive through Samuel D. Cozen PAL, March 2013
- Recipient, Employee of the Month, Stein Mart, March 2011

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA January 2013 – Present
Intern, Enrollment Management, Fox School of Business

- Assist Associate Director of Enrollment Management with confidential tasks.
- Document extra-circular involvement of approximately 3,800 undergraduate students in the Fox Immersion Program.
- Prepare weekly newsletters listing current activities within the Fox School of Business.

TEMPLE UNIVERSITY, Philadelphia, PA Seasonal, Summer 2013
Office Assistant, Enrollment Management, Fox School of Business

- Provide administrative support to the Director and Associate Director of the Undergraduate Admissions Office.
- Introduce students and prospective students to the appropriate staff.
- Answer multi-line telephone in a courteous and timely manner.

STEIN MART, Allentown, PA August 2008 – August 2011
Store Associate

- Handled department store transactions including cash and credit purchases, as well as returns and exchanges.
- Displayed, re-stocked, and organized store merchandise.
- Exceeded individual monthly goals of Stein Mart Credit Card promotions.

SKILLS:

- Microsoft Word, Power Point, Excel