

# Brigitte K. Galligan

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: December 2015**  
**Major: Marketing Management**

## ACTIVITIES & AWARDS:

- Delta Zeta National Sorority, Delta Tau Chapter 2011–Present
- Volunteer at Lenfest Center in Philadelphia and compiled a video presenting their program and the values the after school program was teaching the kids who are a part of the program
- Participant in Street Team effort
- Contributor to Turtle Tug to raise funds for the Painted Turtle Camp
- Participant in numerous fundraisers to raise money for many different benefits
- Involved in Street Tails, a shelter for homeless dogs in Philadelphia and involved in Woodstock, a shelter for battered woman and children in Philadelphia

## EXPERIENCE:

NONE SUCH FARMERS MARKET, Doylestown, PA      July 2007–Present  
**Sales Associate**

- Organize product display for optimum marketing presentation
- Process customer orders efficiently and quickly with high accuracy
- Document and report deficient inventory quantities to senior management
- Manage floral department during summer months with 4 other employees
- Train new employees in different departments of the store
- Contribute to all departments of the store, very versatile within the departments
- Deal with vendors and orders delivered in to the store

TOLL BROTHERS HOMEBUILDER, Horsham, PA      June 2014–August 2014  
**Human Resources Intern**

- Checked career links on job posting websites to make sure there were no problems applying
- Went through application process to ensure everything ran smooth
- Gave input to marketing department to upgrade career center website
- Researched Toll Apartment Living jobs to make sure they were posted and easy to find
- Managed Toll Brothers jobs twitter account in updating followers with job openings

DIAMOND PIZZA, Philadelphia, PA      December 2013–May 2014  
**Sales Associate**

- Provided customer service
- Prepared food for customers
- Managed daily cash intake and reconciliation
- Cleaned and organized sitting area

## SKILLS:

- Microsoft Word, Excel, PowerPoint