

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

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

GPA: 3.80, DEAN'S LIST, FALL 2012, SPRING 2013, FALL 2013

Study Abroad: University College Dublin, Spring 2014

Selected Courses:

Cost Accounting	Intermediate Accounting I
Financial Management	Business Communications

ACTIVITIES:

- Member, The National Society of Collegiate Scholars, Fall 2012—present
- Tutor, Accounting Department at Temple University, present
- Member, Beta Alpha Psi, present
- Member, Beta Gamma Sigma, present
- Athlete, Ursinus College Football Team, Fall 2011

EXPERIENCE:

TEMPLE UNIVERSITY, Philadelphia, PA

Spring 2014

Education Abroad and Overseas Campuses Office

Contributing Writer

- Authored weekly, reflective pieces for the Temple University Study Abroad Blog during my time abroad at University College Dublin

DENUNZIO'S BRICK OVEN AND GRILLE, Sea Isle City, NJ

Summers 2012, present

Manager, Pizza Maker, Server

- Managed a team of 20 employees in the daily operations of a 95-seat dining room and the front of the house placing a heavy emphasis on exceptional customer service
- Maintained accurate profit margins by supervising business processes such as quantity control of portion sizes and proper use of company supplies
- Interviewed fifteen applicants for entry level positions and trained seven new employees in positions that ranged from counter service to pizza making
- Created a weekly schedule for ten employees
- Promoted to manager within one summer of work

MAKEFIELD ORTHOPAEDICS, Yardley, PA

September 2011—March 2013

Office Clerk

- Assisted the office manager and physician assistants in the daily operations of a five physician practice.
- Filed, scanned, and organized patients' medical charts manually and electronically to maintain accurate records.
- Converted the handwritten surgery schedules of four physicians onto an electronic document using Microsoft Calendar.

SKILLS & LANGUAGES

- Microsoft Word, PowerPoint, Excel