

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Finance

GPA: 3.78 | Dean's List, Fall 2012, Spring 2013, Fall 2013

Selected Courses:

Microeconomic Principles	Pre- Calculus for Business
Macroeconomic Principles	Calculus for Business
Leadership and Organizational Management	

ACTIVITIES:

Member of FMA and TUIA, Spring 2014 - present
Captain of JDRF walk team, October 2009 - present
Member of JDRF walk team, October 2004 - present

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA January 2013 - Present

Student Worker, Disability Resources and Services

- Answered telephones and provided customer service assistance.
- Organized files and paperwork for each of the 6 advisors.
- Monitored and proctored student tests, following testing procedures.
- Started as test proctor; promoted to front desk receptionist.
- Displayed professionalism and patience when dealing with students who suffer from limiting disabilities.
- Developed working knowledge of ClockWork Database Scheduler, a group scheduling and data managing system.

ENZO'S ITALIAN EATERY, West Chester, PA October 2009 - Present

Server and Cashier

- Provided customers with quality service during their dining experience.
- Engaged in conversations with patrons while introducing menu items and specials.
- Relied upon to efficiently handle money throughout shift.
- Displayed leadership role in company by training inexperienced employees.

SKILLS:

- Microsoft Office (Excel, Word, PowerPoint), all operating systems, Macromedia Dreamweaver, ClockWork Database Scheduler
- Social media
- Emotional intelligence
- Time management