

Caitlin Wilson

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Finance | Minor: French
GPA: 3.47

UNIVERSITY OF RENNES 2, Rennes, France
Intensive French Summer program 2012

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA Summer 2013
Research Assistant, Accounting Department

- Assisted professors in the Accounting Department with data compilation and analytical research for scholarly journals
- Extrapolated large amounts of data from SEC filings and organized it within Excel
- Worked with professors and other research assistants to draw conclusions and find connections within firm data

PARC RESTAURANT, Philadelphia, PA October 2011 - May 2012
Maitre D'

- Responsible for greeting, registering and seating guests at high volume Steven Starr restaurant specializing in French cuisine
- Scheduled and verified phone reservations
- Responsible for seating and floor operational logistics, and large group coordination

PHILADELPHIA MUSEUM OF ART, Philadelphia, PA Summer 2013
Intern

- Assisted in daily operations for Roberto Capucci show
- Assisted with Saturday Children's program
- Conducted group tours for up to 25 visitors

ACTIVITIES: Volunteer, Life Center of Eastern Delaware Country, 2009 - present
Volunteer, Lankenau Hospital, Spring 2008 - 2011
Member, Fashion and Business, 2012 - present

SKILLS & LANGUAGES:

- * Microsoft Word, Excel, Power Point, Dreamweaver, Trained in SAP
- * French – conversant