

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Entrepreneurship
GPA: 3.33

ACTIVITIES & AWARDS:

Participant, 2012 and 2013 Broad Street Run, May 2012 & 2013
Finalist, Berks County Technology Award, May 2011
Varsity Tennis, Wilson High School, 2007 – 2011
Sportsmanship Award, Varsity Tennis, Wilson High School, 2010
National Honor Society, 2008 - 2011

EXPERIENCE: DETOURS TOURING, Philadelphia, PA August 2013 – November 2013
Manager

- Managed daily operations involving employees and day-to-day customers.
- Attended to all incoming communication from customers, such as phone calls and emails.
- Coordinated daily tour preparations, departure of tours, and arrival of tours.

Tour Guide April 2013 – November 2013

- Conducted Segway tours to groups ranging from one to eight people in size.
- Monitored the safety and well being of all individuals on the tour.
- Trained all of the riders on tour how to ride the Segway before giving them the tour.

PENNSYLVANIA CAREER LINK, Philadelphia, PA March 2013 – May 2013
Career Development Intern

- Provided assistance to visitors in the process of finding employment at a public career center.
- Supervised a group of adults varying from one to fifteen people in size.
- Aided adults with very low computer skills in filling out job applications and putting together a professional resume.

B & W LAWN CARE, Sinking Spring, PA Summer 2011 & 2012
Owner

- Managed, organized, and led all daily services and operations for personal landscaping business.
- Started with only mowing lawns, expanded business to mulching, tree/shrub trimming, and general lawn maintenance.
- Scheduled all business operations while managing an employee and keeping track of all income and expenses.
- More than doubled profit from 2011 to 2012 by increasing advertising and by word of mouth through customers.

SKILLS:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel