**Dana Litovsky**  *dana.litovsky@temple.edu*

*1716 Griffith St. | Philadelphia | PA | 19111 | 267.251.6313*

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2016***

***Majors: Risk Management, Management Information Systems***

GPA: 3.4

Relevant Coursework:

Business Calculus Operations Management

Financial and Managerial Accounting Public Speaking

Business Statistics Information/Systems in Organizations

ACTIVITIES: Member, Gamma Iota Sigma, 2014

Volunteer, Jardel Recreation Center, 2012

EXPERIENCE:PIETRO’S FAMILY RESTAURANT, Philadelphia, PA

**Hostess** June 2013 – April 2014

* Organized seating placement for 250+ customers per shift
* Provided a friendly environment by greeting guests and ensuring optimal service
* Demonstrated teamwork abilities by cooperating efficiently with servers
* Booked reservations and sustain menu knowledge

JACK’S DELICATESSAN/RESTAURANT, Philadelphia, PA

**Cashier/Hostess** October 2011 - May 2013

1. Processed and handled thousands of dollars’ worth of monetary transactions daily
2. Dealt with a variety of customer service questions via phone and in person
3. Balanced cash drawers and performed lottery services
4. Answered the phone for take-out orders and maintained vast product knowledge

# SKILLS & LANGUAGES:

1. Microsoft Office: Excel, Word, PowerPoint
2. Operating Systems: Mac OS, Windows
3. Russian – conversant