

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

Bachelor of Business Administration, Graduation: May 2018

Major: Management Information Systems

GPA: 3.7 | Business Honors Program | Dean's List 2015

Selected Courses:

Macroeconomic Principles

Microeconomics Principles

Leadership & Organizational Management

Excel for Business

Financial Accounting

Marketing Management

Honors Business Society & Ethics

Quantitative Methods for Business

Honors Management Information Systems

Honors Managerial Accounting

ACTIVITIES & AWARDS:

Member, Golden Key International Honour Society 2015 – Present

Member, Net Impact 2015 – Present

Volunteer, Broad Street Ministry 2015 – Present

Hootathon Fundraiser 2014 – Present

Volunteer, Lenfest Center 2014 – Present

Volunteer, Honduras Westminster Presbyterian Church Summer 2012, 2013

EXPERIENCE: THE CLASSIC DINER, Malvern, PA

March 2014 – Present

Waitress

- Provided Service for a 82 seat casual dining restaurant
- Handle all monetary transactions totaling \$1000 in daily revenue
- Train new employees on sales techniques, sanitary policies and monetary transactions

Hostess/Food Runner

March 2013 – March 2014

- Handled seating and reservations, keeping the customers satisfied
- Use Aloha software to communicate to kitchen staff, monetary transactions and seating
- Provide preliminary information about the menu to guests

GOOSE CREEK GRILL, West Chester, PA

March 2014 – August 2014

Waitress

- Provided service to 60 seat, casual dining restaurant
- Learned customer service skills and verbal communication skills while waitressing
- Taught staff about upselling food and beverage sales in order to increase revenue

SKILLS:

- Microsoft Excel, Word and PowerPoint