

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016***Major: Marketing Minor: Statistics***

GPA: 3.44 | Study Abroad: Temple University Rome, Summer 2013

ACTIVITIES & AWARDS:

- Member, American Marketing Association Fall 2012 – Present
Community Service Committee
Special Events Committee
- Member, Professional Sales Organization Spring 2013 - Present
Marketing Committee
- Member of Fashion in Business FAB Spring 2013 – Fall 2013
- Member of the Temple Women's Rugby team Fall 2012 - Present
Marc Champions- Fall 2012

EXPERIENCE:

APEX ABSTRACT, Tannersville, PA

December 2012 – August 2013

Office Assistant and Event Coordinator

- Coordinated the annual end of the year awards dinner for 50 employees and corporate sponsors
- Researched housing policies and regulations in order to edit the Company manual
- Prepared a new Agent Welcome Package including step by step instructions for those new to the industry
- Assist in daily office functions: answering phones, organizing files, sending faxes, invoicing, receiving, sending and organizing mail

GEAKER'S TACOS, Bethlehem, PA

Summers 2011, 2012

Waitress and Food Preparations

- Created a customer base and close relationships with excellent customer service
- Provided prompt service while taking orders, serving food and closing the check
- Assisted in garnishing the food
- Prepared food when needed

SKILLS:

- Microsoft Word, Excel and PowerPoint, Invoicing