

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

***Bachelor of Business Administration, Graduation: May 2015***

***Major: Economics***

GPA: 3.0

*Selected Courses:*

Macroeconomic Principles

Business Statistics

Microeconomic Principles

Financial Accounting

Calculus for Business

Managerial Accounting

EXPERIENCE: HAN DYNASTY, Philadelphia (Old City Location), PA      June 2012 - August 2013

**Server/Expeditor, Front of House**

- Provided excellent customer service for tables of 30+ by taking orders and expediting food service between the back and front of house in a fast paced fine-dining environment.
- Taught new servers the menu description and how to perform everyday duties, and also supervised bussers at an award winning authentic Szechuan restaurant.
- Started as a busser, promoted to server after two months when a position opened, then took on expediting responsibilities after another month due to excellent customer service reviews.

THOMAS' FAMILY MARKET, Tunkhannock, PA      January 2010 - December 2011

**Stock Worker, Grocery Department**

- Signed all shipment vendors into the store and verified a high volume of order quantities, then transported inventory pallets out of the loading dock and into the warehouse using manual forklifts at a locally owned and operated grocery chain.
- Oversaw the daily operations of a team of three grocers which included breaking down incoming pallets, unloading inventory on the shelf or otherwise in the warehouse, and cleaning and organizing the store after closing.
- Started as a bagger, promoted to a grocer after three months of great performance, and led a team of three grocers after becoming the senior stock worker.

WISNOSKY'S LOGO & DESIGN, Tunkhannock, PA      June 2009 – August 2009

**Assistant Graphic Design Artist**

- Assisted the lead graphic design artist in all aspects of the job including design, production, shipment, and customer service at a local graphic design studio.
- Designed logos with computer-aided design, and produced products by applying physical decals to products with equipment such as laser engravers, silk screens, and heat presses.
- Provided excellent customer service by taking orders at the store counter, over the phone, and through e-mail.

SKILLS:

- Microsoft Excel, Word, & PowerPoint