

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
**Major: Legal Studies**  
GPA: 3.43  
Dean's List, Spring 2013  
*Selected Courses:*  
Legal Environment of Business      Information Systems in Organizations  
Marketing Management                Leadership and Organizational Management

ACTIVITIES & AWARDS:

Member, Temple Women's Rugby, Fall 2013 - Present  
Member, Net Impact, Spring 2013 - Present  
    Secretary, Fall 2013 - Present  
Intramural Volleyball Captain, Spring 2013 - Fall 2013  
Member, Fashion and Business Club, Spring 2013  
Dean's List, Luzerne County Community College, 2012

EXPERIENCE:

TEMPLE STUDENT GOVERNMENT, Philadelphia, PA      August 2012 - Present  
**Office Worker**

- Assisting the student government board made up of 25 students at an urban university's student government office
- Use office equipment to copy/print papers, answering telephone calls, responding to emails from students of the university
- Manage the List Serv holding almost 2000 contacts; take attendance for weekly meetings and keeping track of absences

COLDSTONE CREAMERY, Wilkes-Barre, PA      March 2011 - October 2013  
**Shift Manager**

- Supervised 2-3 crew members and assisted the General Manager in decision making at a high quality creamery that prepared custom ice cream creations for up to 150 customers per day.
- Started as crew member, promoted to shift manager in less than one year because of dedication to the company.
- Assisted part-time workers in customer service, processed cash and credit payments, resolved customer's issues/concerns, handled opening and closing security.
- Trained approximately 5 employees a year in customer service, food handling, and sanitation.

SKILLS:

- Microsoft Office - Excel, Word