

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: January 2013

Major: International Business, Management Information Systems

Certificate: Latin American Business Certificate

GPA: 3.87 | Dean's List: Fall 2008, Spring 2009, Fall 2010 | Study Abroad: Saint Louis University Madrid, Fall 2009-Spring 2010

ACTIVITIES & AWARDS:

- Community Outreach Coordinator, Temple Students for Fair Trade, Fall 2011 – Present
- Member, International Business Association, Fall 2008 – Present
- Participant, Destination India, Mumbai & Delhi, January 2009
- Athlete, Temple Womens Rowing, Fall 2008 – Spring 2009
- Study Abroad Scholarship Award, Fall 2008

EXPERIENCE:

TEMPLE UNIVERSITY, Philadelphia, PA

August 2010 – present

Resident Assistant, Housing & Residential Life

- Act as mentor to 42 incoming freshman students participating in the Fox School of Business Living and Learning Community.
- Plan academic success, self awareness, cross cultural, and community citizenship programs in order to provide students with a holistic education focused on networking and inclusivity.
- Counsel, advise, and guide students towards establishing their academic and professional goals.

U.S DEPARTMENT OF COMMERCE, Mexico City, Mexico

May 2011 – August 2011

Trade Associate

- Excelled in Philadelphia office and sent to Mexico City branch to conduct global market research and compose trade lead reports to attract high potential clients and generate export successes.
- Created, designed, and sent direct marketing flyers and emails to over 5000 potential clients interested in international trade events, attended networking events and promoted services of the USDOC.
- Provided customer service support and consulting in foreign language by answering international trade questions and referring clients to appropriate resources.

SAINT LOUIS UNIVERSITY, Madrid, Spain

September 2009 - May 2010

ESL Teacher, Community Relations

- Volunteered as an English teacher for a class of 24 community members wishing to improve their English speaking skills, twice a week.
- Planned lessons and led discussions that would enhance the students' knowledge of English, in relation to their careers.
- Organized weekend trips in Madrid, providing students with additional exposure to the language in a more informal and relaxed environment.

SKILLS & LANGUAGES

- Spanish – Advanced, Albanian – Conversational, Greek – Intermediate
- Microsoft FactSet – Intermediate
- SAP Modules: Supply Chain Management, Human Resources Administration