

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Human Resource Management Minor: Management Information Systems
Selected Courses:

Financial Accounting	Risk Insurance and Healthcare Management
Statistical Business Analytics	Business Ethics
Marketing Management	Legal Environment of Business

ACTIVITIES: Member of Temple's Progressive National Association for the Advancement of Colored People, Fall 2012- present

Society for Human Resource Management, Fall 2014- present

The Association for Information Systems, Fall 2014- present

Relay for Life volunteer, Fall 2010- present

Deans List, Fall and Spring 2012

EXPERIENCE: Administrative Dean's Office, Philadelphia, PA August 2013- Present

Receptionist

- Organize and compute student files and answer vital phone calls
- Communicate with prospective as well as current students
- Assess and execute daily projects given by all faculty
- Train three people yearly for position

La Vida Jersey City, NJ

February 2010 – August 2012

Sales Associate

- Ensured that each customer received outstanding service by providing a friendly environment
- Assisted in floor moves, display maintenance, and housekeeping; also replenished merchandise
- Performed multiple jobs while working as needed by the manager in response to very demanding shifts

The Sky Club Hoboken, NJ

June 2011-August 2012

Camp Counselor

- Ensured the safety of the campers
- Supervised water and arts and crafts activities on a daily basis
- Provided a safe environment within camp setting and assisted campers with interacting with each other more effectively

SKILLS:

- Microsoft Office; Word, Excel, PowerPoint, and Customer Relationship Management software
- Able to function operating systems Windows and Mac
- Moderately fluent in Spanish