

**EDUCATION:**

TEMPLE UNIVERSITY, Dual Degree Student, Philadelphia, PA

***Bachelor of Business Administration / Major: Business Management******Bachelor of Arts / Major: English******Graduation: May 2017***

GPA: 3.0

**Selected Courses:**

Leadership &amp; Organizational Management

Professional Development Strategies

Surveys of English Literature

Business Ethics

Operations Management

Information Systems in Organizations

**ACTIVITIES & AWARDS:**

- Member, Net Impact Student Professional Organization, Fall 2012-2013
- Member, SHRM Student Professional Organization, Fall 2012-2013
- Assistant Coach, Conwell-Egan Catholic Girls' Soccer, 2013-Present
- Athlete, Womens' Rowing, Fall 2013

**EXPERIENCE:**

REGAL ENTERTAINMENT GROUP, Langhorne, PA

March 2013 - Present

**Customer Service Associate/Floor Management**

- Trained in all areas of operation: Box Office, selling tickets; Concessionist, serving food; Usher, cleaning theaters
- Serving 500+ Customers
- Handle large sums of money between \$2,000 to \$5,000 per night
- Promoted from Customer Service Associate to include Management duties
  - Training new employees, Handling refunded tickets

**Customer Service Associate**

March 2009 – December 2009

- Trained in Box Office, selling tickets; Concessionist, serving food
- Serving 500+ Customers

HOLY FAMILY REGIONAL CYO, Fairless Hills, PA

Winters 2010 - 2014

**Assistant to Director**

- Organized a basketball tournament involving 75+ teams, a snack stand, and sold memorabilia
- Scheduled each game, using three separate gymnasium locations
- Created a bracket based on the skill of each team
- Handled money between \$3,000 to \$8000

CURTIN &amp; HEEFNER, LLP, Morrisville, PA

December 2011 - March 2012

**Intern, Litigation**

- Sorted and filed correspondences in insurance claims cases
- Marked classified files to be permanently destroyed after their closing date expiration
- Filed photographs as evidence in open case files

**SKILLS & LANGUAGES**

- Microsoft Office; Adobe POS; Adelo POS
- Certified Soccer Referee, 2008 – Present
- Certified Basketball Referee, 2013 – Present