

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

Bachelor of Business Administration, Graduation: May 2016

Major: Marketing Minor: Management Information Systems

GPA: 3.83 | Dean's List, Fall 2012, Spring 2013

Selected Courses:

Business Statistics	Legal Environment of Business
Microeconomic Principles	Information Systems and Organization
Financial Accounting	Marketing Management

AWARDS & ACTIVITIES:

Mentor, Fox School of Business Mentorship Program, September 2013 – present

Member, Temple University American Marketing Association September 2013 – present

Member, Corporate Relations Committee, TU AMA, September 2013 - present

Treasurer, Temple Club Lacrosse Team, May 2012 – present

EXPERIENCE:

TEMPLE UNIV. ACADEMIC RESOURCE CNTR, Phila., PA May 2013 - present

Peer Advisor

- Guide undeclared students with course selection, registration, narrowing major options, and informing students of Temple resources.
- Complete many office tasks including greeting students, answering phones, deliveries, and filing.
- Serve as a liaison between professional advising staff and students.

SANDS EVENT CENTER & VISION BAR, Bethlehem, PA May 2012 – June 2013

Beverage Server and Nightclub Hostess

- Provide customer service as a beverage server for a 2,500 capacity concert venue.
- Handle monetary transactions averaging \$500 to \$1,000 in nightly sales.
- Develop public relations skills as a greeter and hostess for VIP and general guests at the Vision Bar.

STANDARDS SOLUTION, LLC. Washington, NJ July 2011 – August 2012

Office Support Staff

- Prepared mailings of promotional materials for an educational consulting company.
- Created a database of public school administrative contact information through web research.
- Assembled materials and ancillary kits for professional development workshops.

CLAIRE'S BOUTIQUE, INC., Center Valley, PA August 2010 – June 2012

Sales Associate

- Provided customer service in an accessory store for fashion forward teens and tweens averaging fifty customers a day.
- Maintained product inventory by refilling and organizing merchandise.
- Handled merchant services including exchanges, returns, promotions, and discounts.

SKILLS:

Proficient in Microsoft Word, Excel, and PowerPoint.