

# Justine Anouman Coffi

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## EDUCATION

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Temple University, Fox School of Business Philadelphia, PA  
**Bachelor of Business Administration in Marketing, GPA: 3.75** August 2014  
Dean's List: Spring 2012, Fall 2012, Spring 2013, Fall 2013

Université de Cergy-Pontoise, IUT de Cergy-Saint-Christophe Val-d'Oise, France  
**Licence Professionnelle Management et Gestion Commerciale,** September 2010  
**equivalent to a Professional Bachelor's Degree in Commercial Management**

Université de Cergy-Pontoise, IUT de Cergy-Saint-Christophe Val-d'Oise, France  
**Diplôme Universitaire de Technologie,** June 2009  
**equivalent to an Associate of Applied Science Degree in Marketing**

## PROFESSIONAL EXPERIENCE

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Temple University, Student Faculty Center Philadelphia, PA  
**Office Assistant, Student Center Operations** August 2013 – August 2014

- Provided administrative and customer service support for the SFC Activities and Operations office including conference center reservations, sales, student organization reimbursement and general front desk clerical duties.
- Filtered walk-in clients and callers to appropriate staff person(s).
- Managed posting board policy and coordinated with building managers as needed.
- Processed incoming correspondence via TUMail, office and interoffice mailings and packages daily.

Auchan Cergy, France  
**Retail Sales Associate, Library Department** September 2010 – December 2010  
**Assistant Manager Intern, Jewelry Department** April 2010 - July 2010

- Assisted the Manager of the Jewelry department, including leather goods and glasses, as a full time paid intern, which led to a full time position in the library department.
- Increased sales of leather goods department by 10% by reorganizing the entire section and improving visual merchandizing.
- Supervised 4 employees and made sure daily objectives were met.
- Provided sales/customer service support and managed orders, deliveries and inventory control.

## SKILLS & LANGUAGES

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- French (fluent)
  - MS Office Suite
  - Event Management Systems (EMS) and QuickBooks Point of Sale (POS)

## ACTIVITIES & AWARDS/ CERTIFICATIONS

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- Member, Beta Gamma Sigma Honor Society Spring 2013 – present
  - Member, American Marketing Association, Social Events Committee Fall 2013 - present
  - Volunteer and fundraiser, Cradles to Crayons Philadelphia Spring 2014
  - American Red Cross, CPR/First Aid/AED August 2013
  - Certified Hospitality Professional through "PHL Welcomes U" August 2013