

# Kyle J. Higgins

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: Fall 2014**  
**Major: Entrepreneurship**

GPA: 2.75,

Selected Courses:

Entrepreneurial and Innovative thinking  
Strategic Management of Small Enterprises  
Business Society and Ethics

ACTIVITIES:

- Member of Entrepreneurship Student Association, Fall 2011 – Present
- Coach, Wissahickon High School Robotics Team 341, 2010 – 2012
- Vice President, Entrepreneurship Student Association, Fall 2011- Present

EXPERIENCE: Best Buy, Montgomeryville, PA October 2010 – February 2011

**Sales Associate**

- Provided sales support for Portable electronic customers with up to \$2,500 in sales per week.
- Provided customer service for customers with technical issues including computers, TVs, and portable electronics.
- Replenished products in areas that were low on supplies, including taking inventory of zoned sections of the sales floor.

State Farm, Lafayette Hill, PA

June 2009 – Present

**Office Representative**

- Provided customer service for an insurance agency with a database of 5000+ customers throughout Pennsylvania.
- Reconciled Deposits worth \$1,500 per day and handled taking the deposits to the bank along with inputting the amount paid in the logbook and computer database.
- Conducted Homeowners inspections and evaluated the square footage of the home for proper evaluation for insurance policies.

SKILLS:

- MS Office Suite, Carpentry, Metal work, Data input, Audio technician for Automobiles, Proficient in social media, Event Planning, SAP trained