**Lubula Nsenga** tub83418@gmail.com

*1707 N Gratz Street |Philadelphia | PA | 19121 | tel: 215.758.6274*

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

# ***Bachelor of Business Administration, Graduation: May 2014***

MAJOR: International Business | MINOR: Entrepreneurship

# GPA: 2.7

# ACTIVITIES & AWARDS:

* Camp Counselor, Bywood Elementary School, Summer 2010
* Potter House Food for the Needy Volunteer, Fall-Winter 2010
* Assistant Football Coach, Frankford High School, Fall 2012

EXPERIENCE:

Westin Hotel, Philadelphia, PA April 2011 – present

**Service Express/Concierge/Valet/Security**

* Process cash and credit payments, bank deposits and accounts payable
* Assist 500-1000 guests per week with directions, reservations and luggage assistance
* Flexible in other positions around the hotel
* Booked modeling event for over 300 people

Friendship Circle, Delaware County, PA Summers 2011, 2012

**Assistant Director**

* Coordinated daily activities for over 100 senior citizens
* Responsible for paperwork, designed spreadsheets and processed cash and credit payments
* Taught computer classes for 15 senior citizens per week
* Helped organize and coordinate an event called "members helping members" for over 200 senior citizens in the Delaware County and Philadelphia Area

Allied Barton Security Services, Philadelphia, PA February 2010 - March 2011

**Security Officer, Security**

* Assisted students and faculty with directions daily
* Ensured student safety and made sure no trespassers entered the building
* Worked various events such as Deaf Jam and Black Diamond which hosted over 300 people and Temple University Commencement which had over 4000 students, faculty and families.

# SKILLS & LANGUAGES:

# **Technical**: Lightspeed, Galaxy, Microsoft Word, Excel, PowerPoint, Maple, HTML

French (moderate)