

# LIKHITHA REDDY

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
**Majors: Finance and Management Information Systems**  
GPA: 3.42 | Business Honors Program | University Honors Program  
Dean's List, Fall 2012 - present

## ACTIVITIES:

- Association of Information Systems, 2013 – Present
- Business Honors Student Association, 2013 – Present
- Honors Admissions and Transitions Team, 2012 – Present

## EXPERIENCE:

DURKIN LAW, Philadelphia, PA October 2014 – Present  
**Legal Assistant**

- Keep cases organized by establishing and organizing files
- Help progress cases by maintaining contact with people who are involved, schedule depositions, prepare and send summonses and subpoenas, draft complaints, prepare and file discovery requests, generating status reports.
- Prepare case summaries and materials for mediation conferences, prepare pleadings, oversee and acquire discovery responses

TEMPLE UNIVERSITY RESIDENTIAL LIFE, Philadelphia, PA August 2013 - Present  
**Resident Assistant**

- Assess and respond to the needs of 70+ residents in the hall
- Create, plan, and implement educational, social, and recreational programs and counsel peers on personal, academic, and career concerns
- Manage various administrative duties including maintenance requests, incident reports, and room transfers and enforced university policies

TEMPLE UNIVERSITY RESIDENTIAL LIFE, Philadelphia, PA May 2014 – August 2014  
**Conference Assistant**

- Assist clients by checking them in and out of housing, distributing welcome materials, issuing keys and meal cards, and updating records
- Duty tasks including conducting rounds of the building, reporting any safety or security concerns, as well as potential maintenance issues
- Conduct the opening and closing of the residence halls and conference services at the beginning and end of the summer

LIBRARY II STEAKHOUSE, Voorhees, NJ October 2011 - July 2012  
**Hostess and Server**

- Welcomed and accommodated customers in a courteous manner, obtained food orders, and delivered orders in accordance with restaurant management standards
- Supervised and coordinated the activities of dining room personnel to provide efficient and courteous service to customers
- Became proficient in the use of online information systems when dealing with seating arrangements for both indoor and outdoor settings as well as large parties

## SKILLS:

- Microsoft Office (Word, PowerPoint, Excel), HTML, CSS
- Fluent and conversational in Telugu and Hindi