

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

Bachelor of Business Administration, Graduation: January 2015

Major: Marketing

GPA: 3.47

Selected Courses:

Consumer and Buyer Behavior	Legal Environment of Business
Business, Society and Ethics	Professional Development Strategies
Calculus for Business	Business Statistics

BUCKS COUNTY COMMUNITY COLLEGE, Newtown, PA

Associates of Arts, Graduated: May 2012

Major: Business Administration

GPA: 3.65 | Dean's List: Spring 2010, Fall 2010, Spring 2011

ACTIVITIES & AWARDS:

Member, Phi Theta Kappa, February 2010 - May 2012

Recipient, Temple Scholar Award, Fall 2012, Fall 2013

EXPERIENCE: TUESDAY MORNING, Southampton, PA

February 2013 - Present

Assistant Manager

- Supervise daily operations and employees for a retail store, selling department store and designer merchandise at discounted prices.
- Handle opening and closing procedures, deposit money, enter and finalize payroll.
- Provide assistance to employees dealing with customer complaints and returns.

Senior Store Associate

April 2012 - February 2013

- Opened/Closed store when a manager was unable to do so.
- Provided customer service to all who enter the store, helping with anything they need.
- Trained new employees on how to work the registers and informed them on operations of the store.

Store Associate

July 2009 - April 2012

- Rang up customer sales and assisted customers in finding products.
- Unloaded trucks with new merchandise coming into the store.
- Recovered and Organized store to make all areas easy to shop.

EVERY DOLLAR COUNTS

March 2012 - August 2012

Store Associate, Huntingdon Valley, PA

- Provided customer service at a variety store dealing with hundreds of customers each day.
- Filled and organized orders for special event balloon arrangements.
- Organized and displayed products to make them appealing to customers.

COMPUTER AND OTHER SKILLS:

- Microsoft Word
- Organizational skills in multiple areas
- Communicates well with others