**Madison Francisco** *Madison.Faith.Francisco@temple.edu*

*1850 N. 18th St| Philadelphia | PA | 19122 | 267-909-5066*

OBJECTIVE: To obtain an entry-level position in Human Resources. Areas of interest include: Staffing and Recruitment and Employee Relations.

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

***Bachelor of Business Administration, Graduation: January 2016***

***Major: Human Resource Administration***

***Minor: Legal Studies***

GPA: 2.34

*Selected Courses*:

Managing People at Work Intro to Human Resource Management

Microeconomics Intro to Marketing

Macroeconomics Pre-Calculus with Business Applications

EXPERIENCE:JB Dawson’s, Langhorne, PA

**Hostess** February, 2014- Present

* Manage seating charts to ensure high table turnover rates.
* Scheduling reservations in an orderly fashion to guarantee quick seating upon arrival.
* Training new employees efficiently.
* Meeting and greeting customers to maintain a friendly experience.

Macy’s, Langhorne, PA

#### Sales Associate October, 2012-January 2014

* Assisted customers in finding items that were in their style and budget range.
* Opened credit accounts on a weekly basis.
* Consistently achieved sales goals given by management on a daily basis.
* Created a welcoming and helpful experience for customers.
* Cleaned the selling floor so that items were easily accessible to customers.

Sonic Drive In, Levittown, PA

#### Carhop/ Waitress February, 2011- June, 2011

#### Brought meals and drinks to customers in a timely manner.

* Memorized the menu to provide optimal customer service.
* Took orders and received them quickly.

Sesame Place, Langhorne, PA

**Merchandise Cashier**  May, 2008- September 2010

* Sold items from the gift shop to customers.
* Cleaned the selling floor and restocked missing items.
* Answered any questions customers had about the park.

SKILLS & LANGUAGES:

* Microsoft Word, Excel, Powerpoint