

Marissa White

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA Graduation: May 2014
Bachelor of Business Administration
Majors: International Business and Finance; Certificate: Latin American Business & Spanish

LEADERSHIP POSITIONS:

International Business Association January 2010 – Present
President: May 2011-May 2013
Director of Public Relations: August 2010-May 2011
Active Member: January 2010-Present

Temple University Equestrian Team August 2009 – Present
Member: August 2009-May 2013
Website Manager: August 2012-Present

EXPERIENCE: **Finance Intern**
National Constitution Center, Philadelphia, PA September 2013 – Present

- Work directly with Director of Finance and Staff Accountant to complete year-end and month-end reconciliations for the National Constitution Center
- Assist in the preparation of year-end audit materials for annual departmental audit
- Accurately update necessary financial statements regarding payroll, check and cash deposits using SAGE-MIP Accounting Software
- Provide administrative support to the Finance Department and assist in projects as needed

Administrative Assistant Intern, VP of Financial and Computer Services
Temple University, Philadelphia, PA April 2010 – Present

- Coordinate with Financial Manager to complete month-end transactions and processes for the Computer Services budget
- Provide administrative assistance to 10 Associate Vice Presidents/Directors and their Administrative Staff
- Input and compile administrative data into a useful format, using mail merge utility when required
- Direct 50+ visitors and callers daily to their respective destinations with an amiable and professional countenance

President, International Business Association
Temple University, Philadelphia, PA May 2011 – May 2013

- Oversaw all events and activities of 100+ member, student professional organization within the Fox School of Business
- Increased total membership by 50% from previous year during first year as President.
- Led and coordinated a 12-person Officer Board and oversaw all positions to ensure responsibilities listed within the constitution are met
- Served as liaison to Fox College Council and Global Strategic Management Department to relay all information given and guarantee all goals of the department and organization are accomplished

SKILLS & LANGUAGES:

- Proficient in Microsoft Office Suite 2007-2013
- Proficient in HTML
- Spanish: Conversational Level