

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2015**

**Major: Marketing; Minor: Psychology**

GPA: 3.21

ACTIVITIES:

- Member, American Marketing Association, Fall 2013 - present
  - Social Media Committee, Fall 2013 – present
- Member, Intramural Soccer, Fall 2013 - present
- Member, Habitat for Humanity, Fall 2011 – Spring 2012

EXPERIENCE:

TEMPLE UNIVERSITY, Philadelphia, PA

September 2012 - present

**Office Clerk, Facilities Management**

- Assist multiple managers with clerical work including filing, recording data on Microsoft documents, and scheduling appointments at an urban university with over 40,000 students
- Evaluate work orders and job receipts for facility projects using Advanced Inventory Management (AiM) systems
- Design Microsoft Office Excel spreadsheets to transfer and organize data such as employee time cards, building inspections, company contacts, and job slips

KENDAL CROSSLANDS COMMUNITY, Kennett Square, PA

June 2009 - present

**Wait staff, Food Service**

- Provide service and assistance in multiple, buffet-styled dining rooms to residents, guests, and staff within a retired living facility
- Collaborate with staff to complete daily responsibilities such as restocking shelves, sanitizing work area, and recording food temperatures
- Assist supervisor in preparing for special events by designing seating arrangements, allocating supplies, and reviewing catering information
- Adapt to new positions when needed such as cash register, hostess, kitchen aid, resident care, and waitress

CHILD CARE PROVIDER, Kennett Square, PA

Summer 2008 - present

**Nanny**

- Manage time and schedules of multiple children, ages 3 weeks – 12 years old, to ensure they are prepared and prompt for appointments, recreational activities, and school
- Establish positive, yet authoritative relationships with children to ensure that daily chores and school work are complete on time while maintaining a fun environment
- Multitask to fulfill daily responsibilities, such as meal preparation, while striving to keep the children engaged in creative, educational activities

SKILLS & LANGUAGES:

- Microsoft Office Word, Excel, and PowerPoint
- Spanish - basic