

Maxwell Day

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, 1801 North Broad Street, Philadelphia, PA, 19122

Bachelor of Business Administration, Graduation: May 2016

Major: Human Resource Management

Minor: Management Information Systems

GPA: 3.79

Selected Courses Spring 2014 Semester:

*War and Peace, Information Systems In Organizations,
Introduction to Risk Management, Business Statistics*

ACTIVITIES & AWARDS:

National Honor Society- 2010-2012

Dean's List -Fall and Spring 2012 and Fall 2013

Member of the National Society of Collegiate Scholars- Spring and Fall 2013 and Spring 2014

Member of the National Society of Leadership and Success- Spring 2014

Member of Society for Human Resource Management (SHRM)- Fall 2012, Spring and Fall 2013, Spring 2014

EXPERIENCE:

Pathmark Supermarkets

Upper Moreland, PA

June 2010- March 2012

Utility Clerk

- Gather, organize, and put away the store's grocery carts
- Assist the cashiers by bagging, price checks, and putting away returns.
- Store general maintenance

Food Basic Supermarket

Philadelphia, PA

March 2012 - Present

Produce Clerk

- Culled and refilled the produce on an hourly basis
- Broke down and put away the produce order upon receiving
- Making sure the sales floor is clean and full at all times
- Started out as a utility clerk, then promoted to produce clerk a month later

Dairy Queen

Philadelphia, PA

May 2013 – August 2013

Customer Service

- Worked as a cashier taking people orders
- Prepare ice cream and food orders
- Perform inventory on a weekly basis
- Maintain stock room
- Perform general maintenance
- Re-stock the candy and ice cream

SKILLS & LANGUAGES:

- Microsoft Office (Word, PowerPoint)
- Operating Systems: Windows, Mac OSX