

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Majors: *Finance*
Risk Management and Insurance

GPA: 3.5

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA
Associates in Arts

Majors: *Business Administration*
Behavioral and Social Science

GPA: 3.73 | Graduated with High Honors | Dean's List, 2011-2013

Graduated: May, 2013

ACTIVITIES & AWARDS:

Phi Theta Kappa Honor Society (Gold Key Member)

April 2012 - Present

Student Leadership Society (

October 2011- May 2013

VIST Scholarship (Academic Accomplishment)

January 2013

Adopt-A-School (Certificate of Recognition)

April 2013

Interviewing Skills & Management Empowerment (Certification)

June 2001

Coaching, Counselling and Disciplining (Certification)

August 2000

EXPERIENCE: RUSSELL BYERS CHARTER SCHOOL, Philadelphia, PA January 2013-Present

Tutor/Classroom Aid - 2nd and 3rd Grade

- Provides support in addressing reading skills development, mathematical improvement, and social studies awareness, positively impacting the lives young students.
- Assists with preparation of lesson plans
- Provides one-on-one tutoring assistance to students with specific grasp of material covered in class
- Prepare and conduct activities that enhance learning

ALDI Incorporation, Abington, PA

January 2004 – May 2010

Assistant Manager

- Promoted from cashier to shift manager in six months, then to assistant manager three months later at one of the country's leading retail supermarket with an emphasis on the absolutely best value for money
- Placed grocery, produce, cooler/freezer orders according to projected sales needs
- Supervised and maintained all cash handling functions, break schedules, and overall store cleanliness
- Supervised and trained colleagues and new hires from sister stores

FOREMAN MILLS, Philadelphia, PA

August 2002 – October 2004

Front End Supervisor

- Promoted from cashier to front end supervisor after just six weeks
- Supervised cashiering staff at one of the state's largest retail clothing warehouse
- Trained new hires and coordinated and maintained break schedules
- Ensured accuracy of cashiers' tills and paperwork.

WYNDHAM ROSE HALL RESORT, Montego Bay, JA

August 1992– April 2001

Concierge Manager

- Promoted from PBX operator, to Front Office Supervisor, to Assistant F/O Manager
- Chosen to recruit and manage a ten person junior managers-in-training team to effectively maintain a concierge concept by the pool and beach
- Collaborated with the Director of Activities in managing activities staff of fifty
- Assisted with the development and coordinating staff and guests activities
- Conducted Performance appraisals, monthly departmental meetings, and maintained departmental budget

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint, Photoshop
- Black and White Photography, Installing floor tiles, basic carpentry