

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

*Bachelor of Business Administration, Graduation: May 2016*

*Major: Finance*

GPA: 3.23

*Selected Courses:*

Financial Accounting 2101

Information Systems Organizations 2101

Business Statistics 2103

Marketing Management 2101

ACTIVITIES & AWARDS:

Temple University Investment Association, Fall 2014

National Honor Society of Leadership and Success, Spring 2014

Community Based Research for Church of Advocate Soup Kitchen, Fall 2013

Pennsylvania Mini Max Award 2011

EXPERIENCE: Fundamental Labor Strategies, New Hope, PA May 2014-Present

**Intern**

- Electronic file transfer for underwriting in Risk Management.
- Follow up with 190 drivers on Occupational Accident Insurance.
- Update market research database.

RENTAL WORLD, Lansdale, PA May 2013 - August 2013

**Delivery Driver**

- Assisted in transferring of supplies to and from the three branches of the company.
- Prioritized the servicing of the equipment based on urgency in order to re-assign to new customers.
- Demonstrated problem solving skills when loads were too large for size of truck by re-aligning materials on the truck.

MOLLY MAGUIRES, Lansdale, PA December 2012 - January 2013

**Food Runner**

- Expedited the kitchen staff in order to ensure timely delivery of customer food orders.
- Ensured customer service for 120-seat, fine Irish restaurant.
- Assisted manager with banquets of 20 or more people by arranging seating, place set ups, and clearing empty dishes.

SKILLS & LANGUAGES:

- Proficient in Microsoft Office.
- Proficient in WordPress.
- Proficient in Columbia Software.
- SAP training.

U.S. citizen