

# Michael R. McGuire

mcguire.michael@temple.edu

1815 N. 17<sup>th</sup> Street | Philadelphia | PA | 19121 | tel: 570.780.4438

---

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: December 2014*  
*Major: International Business Administration*  
Major GPA: 3.47 | Dean's List, Fall 2013

*Bachelor of Arts, Graduation: December 2014*  
*Major: Spanish Language, Literature, and Linguistics*  
Major GPA: 3.82 | Dean's List, Spring 2013

## ACTIVITIES & AWARDS:

Study Abroad Ambassador, Education Abroad Office, August 2012—January 2013  
Study Abroad Participant, University of Oviedo, Spain, Summer 2012

EXPERIENCE: BARNES AND NOBLE, Philadelphia, PA July 2012-Present  
**Bookseller/Barista**

- Assisted customers with purchases in the front-end of a bookstore that serves the Temple University Law School students, faculty, and family by providing fast-paced and attentive service.
- Served customers in a café with coffee based beverages and small snacks in a fast paced environment.
- Improved the general appearance of the bookstore by keeping all areas of the store completely clean at all times.

POWERBACK REHABILITATION, Philadelphia, PA July 2012- Present  
**Reception**

- Receive phone calls and assist people in a respectful manner and redirect them to the appropriate office.
- Monitor various computer programs that assure customer satisfaction and corporate efficiency.
- Greet new guests in a friendly manner and directly assist them in their needs while staying in the short-term rehabilitation facility.

## SKILLS & LANGUAGES:

- Spanish Language—Written and Verbal: Intermediate
- Proficient in Microsoft Word, PowerPoint and Excel

U.S. citizen *(optional)*