MINA PASHAYEVA
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OBJECTIVE: To obtain a leadership role in a company wherein I can utilize my language and communication skills, international business degree, and past experiences in order to excel. Particularly interested in the non-profit sectors.

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Major: International Business
Minor: Arabic
GPA: 3.33
Selected Courses:

Leadership and Organizational Management	Arabic Intermediate I & II
Legal Environment of Business	Business Statistics
Accounting I & II	Fundamentals of International Business

ACTIVITIES:

- Member, International Business Association, Fall 2013
- Member, American Marketing Association, Fall 2013
- Member, Future Leaders of America, Fall 2013

EXPERIENCE: National 4-H Council, Washington D.C. Metro Area   June 2013 – August 2013
Resource Development and Global Team Intern

- Planned international trips to countries in Africa and Latin America for the Senior Leadership Team of the organization to attend week long conferences.
- Researched Fundraising Opportunities in the organization's non-profit U.S. state and international extensions.
- Conducted extensive organization of budget and result data.

Piccolo Trattoria, Langhorne, PA   November 2010 – Present
Server, Hostess, Cashier, Food Runner

- Provided customer service assistance in a fast-paced family restaurant.
- Processed 50 - 60 customer orders daily and worked to better customer service by assisting guests in menu selection, providing accurate and detailed information and taking necessary action to resolve any complaints,
- Trained and coordinated activities of new servers, hostesses and bussers.
- Created new marketing ideas with the assistance of owner and managers of all three restaurant locations.

SKILLS:

- Microsoft Office Word, Power Point, and Excel
- Fluent English, Azeri, Russian
- Conversational Level Turkish and German
- Public Speaking