

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

Bachelor of Business Administration, Graduation: May 2015

Major: Accounting

GPA: 3.30 | Deans List, Spring 2013

Selected Courses:

Financial Accounting

Cost Accounting

Business Statistics

Marketing Management

Leadership & Organizational Management

Business Communications

ACTIVITIES & AWARDS:

- Breakwater Beach Mentor Program, July 2011-August 2011
- Breakwater Beach Employee of the Week, August 2010
- People to People Student Ambassador, June 2007 – July 2007

EXPERIENCE: INSOMNIA COOKIES, Philadelphia, PA

August 2013-present

Delivery Driver

- Transported product to customers around Temple University Campus.
- Organized 30 + delivery invoices a shift into cash accounts or accounts receivable accounts.
- Posted revenue collected from deliveries to Driver Journal.
- Confirmed revenue earned after every shift.

KTN SERVICES, Hatfield, PA

March 2013-April 2013

Volunteer Administrative Assistant

- Organized paid invoices according to year and month for 3+ clients daily..
- Processed invoices into excel spreadsheets and resolved discrepancies between invoices.
- Reconciled income statement for clients.

CASINO PIER, LLC., Seaside Heights, NJ

Summers 2010, 2011, 2012

Lifeguard, Breakwater Beach, Aquatics

- Enforced park rules and state mandated safety regulations, while ensuring guest safety.
- Assisted 500+ guests daily.
- Collaborated with international employees to provide a consistent customer experience.
- Substituted for Aquatics Supervisors when short staffed at the request of management.

SKILLS & LANGUAGES:

- Proficient in Microsoft Word, PowerPoint, Excel, Office, Access
- Certified in CPR / Water Rescue 2012
- Proficient in Adobe Dreamweaver
- Training in SAP