

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Marketing
GPA: 3.12

ACTIVITIES & AWARDS:

Phi Sigma Pi National Honor Fraternity, Social Chair Fall 2013
Phi Sigma Pi National Honor Fraternity, newly elected Corresponding Secretary
2014
National Society of Leadership and Success

EXPERIENCE: Manheim Township Parks and Recreation, Lancaster PA June 2008-Aug 2013
Lifeguard/Head Lifeguard

- Maintain a safe family environment for all patrons
- Use preventative lifeguarding techniques to avoid accidents/rescues
- Keep certifications up to date to ensure quick response in the case of an emergency
- Promoted in 2013 to Head Lifeguard as a result of good work ethic and strong leadership skills
- Knowledge of office and snack bar operations

Barnes and Noble, Philadelphia PA Jan 2013-Present
Associate, Textbook

- Extensively use Text Net for textbook operations
- Answer phone calls, transfer calls to appropriate department
- Assist students and professors determine and acquire books needed
- Take inventory of books in the store and help send books back to publishers

SKILLS & LANGUAGES:

- Microsoft Word, Excel, and PowerPoint
- Language: English (spoken and written)
- Certifications: CPR, first aid, AED and emergency oxygen delivery