

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2015**  
**Major: Business Management**

*Selected Courses:*

Information Systems in Organizations, Business Society & Ethics, Power, Influence and Negotiation, Fundamentals of International Business, Professional Development Strategies

BUCKS COUNTY COMMUNITY COLLEGE, Newtown, PA

**Associate of Arts, Graduation: May 2013**

**Major: Business Administration**

GPA: 3.98 | Business Honors Program | University Honors Program | Dean's List, Spring 2013 | President's Honor List, Fall 2011, Spring 2013

ACTIVITIES & AWARDS:

Temple University Scholarship, Fall 2013

Member, Kappa Beta Delta International Honor Society for ACBSP Accredited Business Programs, Fall 2012 – present

Member, Phi Theta Kappa Honor Society, Fall 2012 – present

EXPERIENCE: ARCTIC AIR INC., Huntingdon Valley, PA June 2011 – present  
**Graphic and Web Designer, Online Store Manager, Customer Service**

- Manage multiple online eBay stores, create dynamic web page templates to be used in online eBay store listings, and design company logos and graphics to be used on T-shirts, product boxes in the warehouse, and online eBay stores.
- Respond to customer service calls regarding warranty issues, installation procedures, and general information.
- Conduct inventory control and monitor the shipping department to make sure items are correctly packaged and shipped out on time.

TRANSCEND FITNESS, Wrightstown, PA July 2011 – present  
**Mixed Martial Arts Personal Trainer**

- Instruct adult classes and teach private lessons in Reality Mixed Martial Arts, Muay Thai Kickboxing, Brazilian Jiu Jitsu, Tae Kwon Do and Boxing.
- Help teenagers and adults learn self-defense, raise confidence, and overcome stress.
- Promote the gym during various events including car shows and welcome day events.

CHAMPIONS MARTIAL ARTS, Newtown, PA June 2008 – May 2011  
**Head Instructor**

- Instructed kids and adult classes in Taekwondo, Muay Thai Kickboxing, and Brazilian Jiu Jitsu, managed karate summer camp for kids and organized promotional booths to attract new customers.
- Established anti-bullying seminars which taught children how to deal with bully situations, and assisted kids with confidence, concentration, and the ability to defend themselves.
- Handled customer service issues with contracts and negotiated contract terms with new and existing customers.

SKILLS & LANGUAGES:

- Microsoft Expression, Adobe Photoshop, Intuit QuickBooks, Microsoft Office
- Russian – Advanced, Fluent
- 1<sup>st</sup> Degree Black Belt, Tae Kwon Do, Kenpo and Reality Mixed Martial Arts, Blue Belt, Brazilian Jiu Jitsu