

Paul J. Wodarczyk

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

Bachelor of Business Administration, Graduation: May 2016

Major: Accounting | Total Expected Credits: 124

GPA: 3.43

Selected Courses:

Intermediate Accounting

Operations Management

Financial Management

Accounting Information Systems

Risk Management & Insurance

Business Statistics

ACTIVITIES & AWARDS:

Member, Net Impact at Temple University (January 2014- Present)

Temple University Intermural Basketball & Softball Leagues (August 2013- Present)

Recipient, Academic Scholarship Temple University (August 2013- Present)

Volunteer, St. Jude's Parish Annual Picnic (August 2006- Present)

EXPERIENCE: SCHUYLKILL VALLEY SPORTS, Wilkes-Barre, PA October 2012- Present

Customer Service & Team Sales Associate, Retail

- Established personal relationships with customers and provided them with valuable experience and expertise in terms of athletic apparel.
- Hired for seasonal assistance during the busy holiday season, but was made permanent after just two weeks on the job.
- Communicated with fellow employees and managers to execute team goals and objectives in order to maximize profits and sales.
- Executed different marketing techniques including reordering the stores' floor displays to increase visual appeal.
- Handled many different business processes including taking custom team orders, ordering products and managing inventory.

CARONE'S MARKET, Mountain Top, PA

July 2008- August 2012

Stock & Deli Clerk

- Provided customers with quality information in order to minimize time spent in the store such as products location and special sale items.
- Received wage increase and promotion to Deli Clerk after one year due to reliability and knowledge of the store.
- Maintained inventory throughout the store including: making sure perishable items were rotated correctly and out-of-date products were removed to ensure customer safety and satisfaction.
- Deemed an exceptionally dependable and flexible employee due to experience in both areas of the store.
- Cleaned and sanitized entire work area including inventory shelves, counters, and display cases.

SKILLS:

- Proficient in Microsoft Office; Celerant Command Retail Software; POM for Windows.