

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Human Resource Management
GPA: 3.21
Selected Courses:
Leadership and Organizational Management
Marketing Management
Business Statistics

ACTIVITIES & AWARDS:

Member, The National Society of Collegiate Scholars, Fall 2012- Present
Member, The Society of Human Resources, Spring 2014

EXPERIENCE: THE LOUBIER FAMILY, Philadelphia, PA June 2013 - Present

Babysitter/Caregiver, Private Home

- Assist in managing a household by preparing meals, organizing the home, and cleaning when necessary.
- Engage two young boys for several hours at a time, by implementing interesting and interactive learning activities such as playing sports, making crafts, and doing board games/puzzles.
- Safely transport children from school in Center City to their home in South Philadelphia.

JULES THIN CRUST, Doylestown, PA June 2010 - August 2013

Counter Employee, Food Industry

- Communicated with customers to answer questions and explain information about the company and its services at various locations of a regional restaurant chain.
- Expedited orders both from the counter and over the phone; handled and processed approximately \$1,500 cash/credit card transactions per shift and resolved customer complaints independently and through follow-up with a manager.
- Trained new employees to meet company standards through teaching efficiency on the POS system and assisted the manager in enforcing procedures to help employees understand their responsibilities.

THE NSCS, Philadelphia, PA January 2013- April 2013

Tutor, Temple University Organization

- Tutored up to 6 elementary/middle school students weekly from the local Philadelphia community.
- Helped complete Mathematics and English homework.
- Kept students focused throughout the tutoring session and rewarded them educational games such as Bingo.

SKILLS:

- Microsoft Word, PowerPoint

