2270 Skyview Drive | Harleysville | PA | 19438 | tel: 215.896.3661

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

Bachelor of Business Administration, Graduation: May 2015

Major: Business Management

GPA: 3.33

Selected Courses:

Financial Accounting Marketing

Macro & Micro Economics Business Ethics & Society

Calculus for Business Risk Management

ACTIVITIES:

Member of Gamma Iota Sigma: Sigma Chapter

Annual volunteer at the Special Olympics at Souderton Area High School

EXPERIENCE: LiquidHub Inc., Wayne, PA

October 2010 - Present

Accounting Assistant, Finance Department

- Promoted from Intern performing duties such as filing and preparing documents for mail to Accounting Assistant in approximately 1 year.
- Review and approve timesheets for over 1,000 billing consultants worldwide
- Work within Human Resource Department & Finance Department performing multiple system maintenance tasks.

Freddy Hill Family Fun Center, Lansdale, PA

April 2010 – May 2012

Sales Assistant

- Privately owned Fun & Golf center that serves large crowds on a daily basis.
- Made sales while responsible for the work effort of 2-3 other employees on the clock.
- Monitor parties, large groups, and summer camps, ranging in the amount of 15-200 people.

SKILLS:

Microsoft Word, Excel, PowerPoint