

1730 Edgley Street | Philadelphia | PA | 19121 | tel: 973.768.1713

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Finance; Minor: Management Information Systems
GPA: 3.35

ACTIVITIES & AWARDS:

- Fox Ambassador, Fox School of Business, September 2012-Present
- Director of Marketing, International Business Association, May 2012-Present
- President's Academic Excellence Award, June 2011

EXPERIENCE:

TEMPLE UNIVERSITY, Philadelphia, PA June 2013-August 2013

Owl Team Leader, Office of Orientation

- Selected as orientation leader to welcome more than 5,000 incoming freshmen.
- Led 10 groups of 15-30 students throughout two-day orientation sessions focusing on academic preparation, diversity training, community building, and alcohol awareness.
- Mentored new students and families about the transition period between high school and college.
- Conducted group activities with students in order to facilitate adjustment to campus life.

DEPARTMENT OF COMMERCE, Philadelphia, PA September 2012-March 2013

International Trade Associate, U.S. Commercial Service

- Conducted product-specific market and international trend research to consult clients on export potential.
- Generated lists of strong target countries using various government sources and economic data.
- Recorded and cataloged all physical and electronic interactions with clients into government databases.
- Updated and maintained company website and assisted fellow colleagues in preparing for trade events and presentations.

GLOBAL SPECTRUM, Philadelphia, PA September 2012-Present

Event Staff, The Liacouras Center

- Supervise seating section of 150-250 clients in multipurpose facility that seats 10,200 patrons.
- Verify and validate tickets upon entry to venue and usher patrons to correct seats based on ticketed seating arrangement.
- Provide information and directional assistance to patrons at events as needed.
- Assist in event set-up or other areas of general support as required.

SKILLS & LANGUAGES

- Microsoft Word, Excel, PowerPoint & Outlook, SAP Business Management Software, Adobe Creative Suite: Photoshop, Illustrator & Dreamweaver, Oracle Enterprise Manager, MySQL
- French-fluent, Chinese (Mandarin)-basic, Dem. Rep. of Congo- Lingala-fluent