

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015***Major: Finance, Minor: Management Information Systems, GPA: 3.0******Selected Courses:*** Finance; Business Communications; Management Information Systems**ACTIVITIES, AWARDS, & CERTIFICATIONS:**

- Junior Analyst, Temple University Investment Association, 2013-2014
- Member, Financial Management Association, 2012-2014
- Member, The National Society of Leadership and Success, 2012-2013
- Certified, Personal Fitness Trainer, 2013
- Participant, Lights in the Parkway, November 2012
- Recipient, Coach of the Year Southampton Summer Day Camp, 2012, 2010, 2009

EXPERIENCE:

WAWA, Philadelphia, PA

May 2013 – August 2013

Customer Service Associate

- Appointed shift manager in which responsibilities included oversaw staff and store, checked in vendor deliveries, assisted cashiers, and provided cash management.
- Communicated with the management team regarding customer requests and vendor-related concerns and led by example by acting safely at all times.
- Consistently received positive feedback from customers and created repeat business by developing long-term relationships with them.

SOUTHAMPTON SUMMER DAY CAMP, Southampton, PA

June 2012 – August 2012

Assistant Athletic Director; Bus Counselor

- Organized sports teams by rating players, ages 6-12, according to their skill level and trained and coached players on various drills to optimize performance.
- Provided training direction, encouragement, and motivation to prepare athletes for games and recorded daily statistics for 20 games.
- Communicated with parents on their child's skill level and techniques that needed improvement.
- Managed daily transportation of 22 children and coordinated a bus route with parents and staff.

Staff Maintenance

April 2012 – June 2012

- Prepared campground, including fields, bunkhouses, and pool areas for approximately 500 campers and staff prior to the start of the camp season and used power tools and precision measuring instruments to inspect and test machinery or equipment to diagnose machine malfunctions.
- Spoke with guests to ensure satisfaction with food and service, responded to complaints, while maintaining contact with kitchen and serving staff to ensure dining details were handled properly and guests' concerns were addressed.

HUNTINGDON VALLEY ATHLETIC ASSOCIATION, Huntingdon Valley, PA

Basketball Coach

November 2010 – February 2011

- Taught specific techniques to a 12-year old boys' basketball team based on their skill level.
- Planned, organized, and conducted practice sessions and explained and enforced safety rules and regulations and adjusted coaching techniques based on strengths and weaknesses of athletes.

SKILLS:

- Microsoft Word, PowerPoint, Excel