

Taylor M. Carter

taylor.carter@temple.edu

RR1 Box 2682 / Zion Grove / PA / 17985 / tel: 570.956.1733

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

Bachelor of Business Administration, Graduation: May 2016

Major: Legal Studies

GPA: 3.37

Selected Courses:

Calculus for Business

Business Statistics

Financial Accounting

Legal Environment of Business

Microeconomic Principles

Leadership and Organizational Management

ACTIVITIES & AWARDS:

Recipient, David Cohn Memorial Scholarship Fund, April 2013

Member, Black Law Students Association, October 2013-Present

Member, The Pre-Law Society of Temple University, October 2013- Present

Attended Study Abroad session in Paris, France, January 2014

EXPERIENCE: DAMON'S BAR AND GRILL, Hazleton, PA March 2011 - July 2012

Hostess

- Provided customer service for a 210 seat casual dining restaurant, specializing in American cuisine
- Started as hostess, promoted to expeditor within two months, due to high performance review
- Maintained first point of contact with customers as they came into the restaurant and also accepted up to 30 reservations and 25 requests for take-out orders daily

KENTUCKY FRIED CHICKEN, Hazleton, PA August 2011 - April 2012

Team Member

- Worked for a 100 seat fast food chain, specializing in Southern food.
- Ensured customer satisfaction during checkouts by preparing custom orders
- Cleaned and stocked customer eating area, work stations, and equipment

SUBWAY, Humboldt, PA October 2010 - October 2011

Sandwich Artist

- Provided customer service for a fast food chain, specializing in many different sandwiches
- Prepared all food products for consumption and upheld qualities to the proper sanitation standards
- Made sandwiches according to what customers desired

SKILLS & LANGUAGES:

- Microsoft Word, PowerPoint, Excel, and Publisher
- Spanish- basic