**Taylor Illo** illot@temple.edu

*1624 N. 17th Street | Philadelphia | PA | 19121 | tel: 717.575.3890*

OBJECTIVES: Seeking a pre-professional internship or pre-law experience in a business oriented firm.

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

 ***Expected Degree: Bachelors of Business Administration***

 ***Graduation: November 2014***

 ***Major: Human Resource Management***

 ***Minor: Management Information Systems***

EXPERIENCE: THE DORCHESTER, Philadelphia, PA

 **Lifeguard** August 2013- Present

* Guarded and maintained a private pool at The Dorchester Condominiums’ swim club.

 PHILADELPHIA PARKS AND RECREATION, Philadelphia, PA

 **Lifeguard**  June 2012 – August 2013

* Guarded and maintained a city run public pool in south Philadelphia, with average occupancy between 20-40 patrons.
* Helped run youth day camps held at the pool and surrounding park.
* Learned to value and effectively use conflict resolution and quick response time in order to maintain a safe environment by handling any situations that arose with the staff and/or local population.

 RUFFALOCODY, Philadelphia, PA

 **Caller, Temple University** November 2011- May 2013

* Worked for a firm contracted by universities throughout the nation to provide fundraising services, specifically securing donations through alumni outreach.
* Handled approximately 300 calls per night, aiming to keep prospects satisfied and willing to donate, as well as handling any angry contacts.
* Helped to organize in-office activities such as company picnics and sporting events.

 CIRO’S ITALIAN BISTRO, Lancaster, PA

 **Busser, Dessert Bar** May 2011- January 2012

* Provided services that allowed for seamless operations in an 80 seat, family owned restaurant which specialized in fine Italian dining.
* Promoted to work the gelato bar, which consisted of preparing, recommending and serving desserts for customers.

# ACTIVITIES: Habitat for Humanity, November 2011- March 2012

 C.A.R.E.S. Volunteer Service Dog Trainer, July 2008- May 2009

SKILLS & INTERESTS:

# Proficient in Microsoft Word and Excel

* CPR Certified
* Hiking, Backpacking, Swimming, Kayaking, Traveling