

## Tricia Earlene Light

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

**Bachelor of Business Administration, Graduation: May 2016**

**Major: Finance | Minor: Statistics**

GPA: 3.84 | Dean's List: Fall 2012, Spring 2013, Fall 2013

Fox Honors Program | University Honors Program

*Selected Courses:*

Managerial Accounting

Calculus for Business

Honors Marketing

German II

Statistics

Financial Accounting

ACTIVITIES:

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|---------------------------------------|----------------------|
| • Temple University Field Hockey Team | Summer 2012- Present |
| • Student-Athlete Advisory Committee  | Spring 2014- Present |
| • Financial Management Association    | Fall 2013- Present   |
| • Business Honors Student Association | Fall 2013- Present   |

EXPERIENCE:

SAMUEL L. PALEY LIBRARY, Philadelphia, PA

Summer 2013 - Present

**Student Worker, Stacks Office**

- Assisting patrons of Paley library in locating and identifying requested materials.
- Sort books accurately by alphabetical, numerical and chronological order.
- Keeping up to date statistics for shelving and other tasks in an Excel spreadsheet to maintain accurate records for the fiscal year.
- Developed communication skills through working with patrons on a daily basis and developing effective use of Excel.

FUNCKS'S FAMILY RESTAURANT, Palmyra, PA

March 2012 - July 2012

**Waitress**

- Presented menus to patrons and answered questions about menu items before taking orders.
- Served food and beverages to patrons and prepared specialty dishes like cakes and ice cream at tables as required.
- Cleaned tables, counters and floors after patrons had finished dining and before closing for the evenings.
- Developed transferrable skills of effective communication, memorization techniques, working under pressure and sales marketing.

SKILLS & LANGUAGES:

- Microsoft Office Suite
- German- Basic