

## Tara N. O'Malley

tara.omalley@temple.edu

1750 Hollins Road / Bensalem/ PA / 19020 / tel: 610.463.7007

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

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

***Major: Economics; Minor: Finance***

GPA: 3.96 | Dean's List, Fall 2012-Present |

*Selected Courses:*

Intermediate Microeconomics Analysis

Cost Accounting

Financial Management

Business Communications

Business Statistics

Introduction to Risk Management

### ACTIVITIES & AWARDS:

- Member, Temple Economics Society, Fall 2013 – present
- Temple University Scholarship, 2012 - present
- Drexel University's Dean Scholarship, 2011-2012
- Drexel University Dean's List, Fall 2011, Spring 2012

EXPERIENCE: TEXAS ROADHOUSE, Bensalem, PA

Aug 2013 - Present

#### **Server**

- Provide customer service for a 296-seat, casual restaurant, specializing in American cuisine
- Manage sections, assist co-workers when needed, and attend to customer needs
- Handle cash and credit transactions totaling \$1000 on average
- Replenish supplies and detail tables

J.B. DAWSON'S RESTAURANT AND BAR, Langhorne, PA Jan 2010 – Aug 2013

#### **Hostess**

- Provided customer service for a 184-seat, upscale casual restaurant, specializing in classic American cuisine
- Maintained customer wait times, communicated effectively with managers, and resolved customer concerns
- Trained 23 new employees on host duties and restaurant regulations

### SKILLS:

- Microsoft Word, PowerPoint, Excel