

Torie Banks

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EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Dual Major: Marketing/International Business

ACTIVITIES

Vocal Performer, Local/Regional Events, 2003-Present
Member, Black Law Student Association, 2013-2014
Member, National Association of Black Accountants, 2013-2014
Member, American Marketing Association, 2012-2013
Vice President, White Hall Residence Hall Council, 2012-2013
Volunteer, Big Brothers Big Sisters Organization, 2010-2013

EXPERIENCE

Temple University, Philadelphia, PA- September 2012-Present

Admissions Assistant, Fox School of Business, Graduate Admissions Department

- Assist 3 admissions counselors in the recruitment of over a 1000 students for MBA/MS admissions by assembling event materials and providing student representation at college fairs and on-campus recruitment events about once per semester
- Collaborate with a 7-person admissions team with the application process of over 2,000 submissions annually to guarantee quality customer service and information distribution in a timely manner
- Provide administrative support by answering phones and informing new prospects of program options as well as directing prospects to the website and the appropriate admissions team members

Temple University Black Law Students Association, Philadelphia, PA- September 2013- Present

Marketing and Promotions Director

- Manage social media site (Twitter) and promote events and happenings for a law student association geared towards promoting the legal fields throughout minority community
- Create and provide maintenance for the organization's website using Wix platform
- Generate flyers and promotional materials using Photoshop to be displayed on campus

Lexaccount Search LLC, Philadelphia, PA - September 2013 - December 2013

Recruiting Intern

- Assisted owner of a boutique job search firm specializing in placement of legal and accounting professionals by researching and cataloging into an excel spreadsheet potential employment opportunities for the candidates
- Generated a list of weekly articles pertaining to job market opportunities in various business fields to be displayed on social media websites

La Casa de Tapas Restaurant, York, PA- June 2011-July 2013

Hostess/Server

- Provided optimal customer service to guests at a 100-seat premiere Peruvian restaurant
- Greeted customers upon arrival, took and confirmed reservations and organized tables for large parties, as well as processed at least 30 financial transactions per evening
- Maintained inventory by replenishing service stations, hostess stand, and bar area before each shift.

SKILLS & LANGUAGES

- Microsoft Office, Microsoft Outlook | Web Design Tools: Wix and Wordpress | Adobe software: Photoshop and Reader