

7102 Hazel Ave / Upper Darby / PA / 19082 / 610.570.6178

EDUCATION: **TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA**
Bachelor of Business Administration, Graduation: May 2016
Major: Management Information Systems

ACTIVITIES: AIS, Member, Fall 2014
Leadership Committee, Fall 2014
FOX School Mentorship Program, Mentor, Fall 2014
Phi Beta Lambda, Member, Fall 2013-present
SquashSmarts, Volunteer/Academic Tutor, Spring 2013
Marketing Committee, HootaThon, Spring 2013-Fall 2013
Member, IBA, Fall 2012-Fall 2013
Student Teacher, 2010-2011
Mentor, Club Ophelia, 2010-2011
Volunteer, buildOn, 2008-2011

AWARDS/HONORS: buildOn Community Service Award, 2011
Teacher Education Scholarship \$500, 2011
Summer College Opportunity Program of Education, 2008

EXPERIENCES:

The Union League- Philadelphia, Pa	August 2014-Present
Hostess	
<ul style="list-style-type: none">• Maintain an inviting entrance area and warmly greet all guests.• Effectively communicate with customers, serving staff and management to ensure dinging details and customer concerns are handled accordingly• Answer phones and receive and record patron reservations.• Assist in the closing and cleaning duties of each shift.	

SquashSmarts- Philadelphia, Pa April 2013-June 2013
Volunteer/Academic Tutor

- Work one-on-one with students on a daily enrichment curriculum which focuses on the basics of literacy and math as well as college and career preparation and daily homework assignments.
- Volunteer for special events ranging from tournament desk support, fundraisers and community service projects.

HootaThon- Philadelphia, Pa February 2013-September 2013
Marketing/PR Committee

- Developed campaigns and activities to promote Dance Marathon
- Research, target, and proactively reach out to various media outlets
- Set sponsorship levels and benefits
- Managed HootaThon social media sites as a team to spread the word and get students involved via Twitter, Facebook, Tumblr and Instagram.

Temple University- Philadelphia, Pa March 2012-present
Student Office Assistant

- Responsible for organizing and maintaining files for current and incoming graduate students.
- Research and database work for future recruitment of students.
- Respond to inquiry calls, and walk-ins from student's and faculty at the front desk receptionist area.
- Run errands, make inter-department deliveries.

Jeffrey A. Miller Catering- Philadelphia, Pa September 2011-2012
Server

- Utilized strong interpersonal and communications skills to serve customers.
- Assured the highest standards of service and quality.
- Managed guest relations and answered questions about menu and beverage options.
- Bussed tables with dishware and flatware.
- Replenished supplies and condiments at serving stations and assisted with setting-up and breaking down banquet areas.

SKILLS:

Proficient in MS Office Suite, Internet Research, Database Entry and Social Media applications