

# Victoria C. Garzone

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2016***  
***Majors: Legal Studies***  
***Human Resource Management***  
***Minor: Spanish***  
GPA: 3.54, Dean's List: Spring 2013

## ACTIVITIES:

- Vice President, Phi Alpha Delta, Pre-Law Fraternity, Spring 2013 – Present
- Retreat Chair, New Member Education Assistant, Delta Zeta Sorority, Delta Tau Chapter, Fall 2012 – Present
- Panhellenic Judicial Board Representative, Panhellenic Association of Temple University Spring 2013 - Present

EXPERIENCE: TANTOPIA TANNING SALON, Chalfont, PA May 2009 – Present  
**Sales Associate, Salon Attendant**

- Provided knowledge of the benefits and risks of ultraviolet sunray exposure to customers and potential clients.
- Conducted training sessions educating new employees on the computer software Helios; a customer database as well as proper sanitation of the store.
- Developed creative propaganda for all 6 stores to use as promotional material to draw customers in.

MODELL'S SPORTING GOODS, North Wales, PA January 2010 – February 2011  
**Customer Service Associate**

- Prearranged store for daily use of patrons through keeping the store fully stocked and organizing merchandise.
- Ability to balance all purchases including but not limited to the use of cash, checks and credit cards.
- Identified common fraud, errors and irregular transactions.
- Delivered prompt and efficient customer service.

## LANGUAGES & SKILLS:

- Microsoft Office
- Spanish - Basic