

Haley A. Hoffman

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Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems | **GPA:** 3.18

Selected Courses: Legal Environment of Business, Leadership and Organizational Management, Macroeconomics, Microeconomics, Quantitative Methods for Business I & II

EXPERIENCE

Hand and Stone Massage and Facial Spa, Glassboro, NJ

October 2020 – Present

Spa Associate

- Strategically market and sell memberships and service add-ons to customers
- Provide friendly and professional customer service
- Perform open and close responsibilities
- Organize and schedule appointments for massage therapists and estheticians
- Maintain a clean and sanitary environment for customers

Instacart Inc.

January 2021 – Present

Shopper

- Fulfill and deliver customer orders in a timely fashion, establishing a five-star rating
- Deliver excellent customer service by communicating with customers to provide product substitutions when inventory is not available
- Multitask by shopping and delivering multiple orders simultaneously

Temple University Bookstore, Philadelphia, PA

August 2020 – September 2020

Bookseller

- Role terminated due to COVID
- Greeted customers upon entry to the store
- Assisted students purchasing textbooks
- Located and packaged items for online orders

SKILLS

Software: Microsoft Word, Excel, Powerpoint, Zenoti, Visual Basic

Certification: A.S.K. Institute Marketing

ACTIVITIES

- Temple Cru August 2020 – Present
- Association for Information Systems October 2021– Present
- Actively manage Robinhood portfolio of stocks and crypto currencies
- Enjoy traveling, trying new foods and working out