

Isabella M. Pleska

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2024
Major: Management Information Systems
Overall GPA: 3.89, Major GPA: 3.85 | Awards: Dean's List: Fall 2021 – Spring 2023

SELECTED COURSES:

Digital Systems, Data & Analytics, Web Applications

INFORMATION TECHNOLOGY SKILLS:

Software Development: Visual Studio.NET and Java

Web Development: HTML

Database Management: SQL

Project Management: Microsoft Word, Excel, Outlook, PowerPoint, Google Docs, Slides, Forms

EXPERIENCE: ELKVIEW COUNTRY CLUB, Greenfield Township, PA April 2019 - Present

Line Cook

- Prepare all food items in a timely and hygienic manner within a 200-seat restaurant with lunch and dinner services
- Train new line cooks on proper food preparation and handling procedures to maintain a high quality and efficient staff
- Manage multiple stations, including grill and fryer, simultaneously while reading 50+ orders during league nights
- Followed the plan of action, established by the Kitchen Manager, for customers during events such as weddings and private parties
- Execute opening and closing shift responsibilities including prep, cleaning and organization to guarantee maximum kitchen quality

THIRTEEN OLIVES, Clarks Summit, PA November 2021 - January 2022

Customer Service Associate

- Provided customer service and assistance with purchases by greeting up to 200 shoppers a day in need of the highest quality olive oils, vinegars, and other items
- Engaged with customers and answered questions on product information in order to drive sales
- Performed financial transactions up to 500 dollars during peak sale season
- Managed inventory by stocking shelves and assuring products were stocked in an orderly fashion
- Created new and interesting ways to display products to increase customer sales