

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2016***  
***Major: Human Resource Management***  
GPA: 2.90

EXPERIENCE: BOAT PEOPLE SOS, Philadelphia, PA September 2013 – Present  
**Volunteer Management Intern**

- Organize, update, and maintain database with personal information on 1000+ volunteers and donors at a national non-profit organization
- Interview, screen, and refer new volunteers to the appropriate units
- Provide assistance and consultation for volunteers as needed and when requested
- Create personalized letters, mailing labels, envelopes, and donation receipts to send out to volunteers and donors
- Track expenses according to designated budget and ensure receipts are filed in the appropriate folders

PA CAREERLINK, Philadelphia, PA November 2013 – January 2014  
**Operations Assistant Intern**

- Assisted people in the computer resource center with questions about computers issues, resumes, job applications, etc.
- Created Excel spreadsheets and notification letters to support administrative projects

PENNSYLVANIA HOSPITAL, Philadelphia, PA September 2009 – August 2010  
**Student Ambassador, Gift Shop and Department of Psychiatry**

- Processed cash and credit transactions of up to \$1000 per day
- Coordinated and priced merchandise according to shop's layout
- Attended to customer inquiries with extensive product knowledge
- Filled customers' gift orders and carried out in-hospital deliveries
- Interacted with patients with special needs including psychiatric and developmental disabilities

METHODIST HOSPITAL, Philadelphia, PA September 2008 – June 2009  
**Student Ambassador, Gift Shop and Rehabilitation Center**

- Managed cash register and front counter in a small department size store
- Created, updated, and filed patients' confidential documents and records
- Instructed and helped patients through workout routines
- Maintained supplies and sterilized workout equipment

STEPHEN GIRARD, Philadelphia, PA September 2007 – June 2008  
**Teaching Assistant**

- Worked with 6 to 9 year old children in strengthening reading skills through group readings and individual sessions
- Supervised a classroom of 25 children with their activities, meals, and class breaks
- Collaborated with teacher in preparing and implementing classroom materials

SKILLS:

- Microsoft Word, Excel, and PowerPoint