

Mya Clark

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Expected Graduation: May 2028

Bachelor of Business Administration

Double Major: Management Information Systems | International Business w/concentration in Economics

EXTRACURRICULAR EXPERIENCE

Women in Economics

Aug. 2024 – *Present*

Women in Business

Sep. 2025 – *Present*

Temple Data Analytics

Sep. 2025 – *Present*

Fashion in Business (Marketing committee)

Aug. 2025 – *Present*

WORK EXPERIENCE

AKIRA, King of Prussia, PA

Aug 2023 – *present*

Main Cashier/Tasker

- Operate point-of-sale systems and other retail technologies efficiently, ensuring accurate transaction processing, troubleshooting technical issues when they arise, and supporting smooth operations.
- Processed transactions and payments, including cash, credit, and debit, while ensuring accuracy, efficiency, and a positive customer experience throughout each transaction, also resolving any issues
- Provided exceptional customer service by warmly greeting customers, answering questions and phone calls, resolving complaints in a professional manner, and ensuring a welcoming environment

CUPCAKE EXPRESS, Philadelphia, PA

Jun. 2020 – Feb. 2023

Small Business Owner

- Managed and replenished inventory, including sourcing ingredients and supplies, tracking stock levels, and ensuring timely restocking to meet customer demand and maintain smooth production.
- Performed all baking duties for cupcakes, ensuring consistent quality, as well as handling the packaging process to guarantee products were properly sealed, and presented for sale or delivery
- Consistently maintained high standards of customer service during high-volume, fast-paced operations by working independently, efficiently managing multiple tasks, addressing customer needs

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Canva, Leadership, Communication, Teamwork, Creativity, Organization, Problem solving, Critical thinking