

Summary

Motivated Bachelor of Business Administration Honors student, double majoring in Management Information Systems and International Business. Proficient in Microsoft Office, with strong organizational, analytical, problem-solving, and communication skills. A collaborative team player eager to gain hands-on experience through a summer internship in a professional setting.

Skills and Tools

- Strong work ethic, Organizational, Leadership, Project Management, Teamwork, Customer Service, Strong attention to detail, Excellent verbal and written communication skills, Time Management
- Microsoft Office: Word, Excel, PowerPoint; Google Suite, Zoom, Teams; Tableau

Experience

STORE ASSOCIATE | WALGREENS | SEPT 2022 – SEPT 2024

- Provided differentiated customer service, addressed customer needs with compassion and care, identified and resolved service issues
- Maintained the sales floor by restocking shelves, checking in vendors, updating pricing information and completing inventory management tasks. Provided support to all departments, performed cashier duties
- Assisted pharmacy personnel
- Trained and on-boarded new employees

VICE PRESIDENT, ENGLISH HONOR SOCIETY | COUNCIL ROCK HS SOUTH | SEPT 2023 – JUNE 2024

- Led the organization and execution of events, including a successful pretzel sale fundraiser, raising over \$800 for the society's activities
- Managed a team of 5 members, enhancing leadership and teamwork skills
- Coordinated with vendors and participants, improving project management and organizational abilities

CREW MEMBER | MCDONALD'S | APR 2021 – AUG 2022

- Extensive experience in order taking, food handling and preparation
- Delivered a high level of customer service during fast-paced, high-volume operations. Answered customer questions regarding ingredients or availability of certain food items on the menu
- Received and processed payment by cash, check, credit/ debit cards
- Assisted other staff members in taking orders, trained new employees. Worked well as part of the team

Education

BACHELOR OF BUSINESS ADMINISTRATION | TEMPLE UNIVERSITY, FOX SCHOOL OF BUSINESS | 2024 – 2028 HONORS PROGRAM

Major: Management Information Systems

Major: International Business

Awards & Achievements: Provost Scholarship, Deans List

GPA: 3.88