

Philadelphia | Pennsylvania | 19122 | 484-929-0625

EDUCATION

Temple University | Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2026

Dual Major: Marketing and MIS | **Minor:** Music | **GPA:** 3.90

Awards: Honors College 2024 - Present Time, Fox Honors College 2024-Present, Deans List 2022 - 2023, Academic Scholarship 2022 - Present time, Class of 2022 Award 2022 – Present time

Reading Area Community College

Major: General Studies Major

Credits: 32 credits acquired during high school

GPA: 3.813

EXPERIENCE

OFFICE OF THE PROVOST | Philadelphia, PA

February 2024 – Present

Front Desk Staff

- Efficiently manage multiple tasks, including handling reservations, scheduling appointments, coordinating events, and demonstrating strong organizational abilities.
- Successfully address and resolve guest inquiries, concerns, and special requests with professionalism and courtesy.
- Proficient in using office software for email communication, data entry, and document preparation to support administrative tasks.

MUSIC THERAPY CLUB | Philadelphia, PA

January 2023 – December 2023

Treasurer

- Managed the financial operations of Music Therapy Club, overseeing a budget of \$3,000+ and ensuring transparent and accurate financial record-keeping for an organization of 20+ members.
- Successfully allocated club funds to various activities, events, and projects, optimizing financial resources to meet the club needs.
- Executed treasurer duties such as effectively coordinating financial matters within the organization to ensure the club meets goals and expectations.

Vira I. Heinz Program | Pittsburgh, Pennsylvania

October 2022 – September 2023

- Collaborated with other VIH participants to discuss study abroad experiences and how we dealt with cultural difference along with navigating another country for an organization that supports women, non-binary, and transgender people.
- Attended two weekend-long conferences to hear from refugees, immigrants, and activists from different countries to learn about their experiences in the United States and how it has differed from their native countries.
- Created essays and presentations to share and present about my experience and provide context to my global engagement.

Snuzzles | Mertztown, Pennsylvania

December 2019 - October 2021

Kitchen Staff

- Cooperated in a small business restaurant with kitchen staff to ensure accurate preparation and delivery of orders, accommodating special requests and dietary restrictions.
- Assisted in training and onboarding new staff members, ensuring they were well-versed in restaurant policies and procedures.
- Effectively managed a high-paced work environment, ensuring timely delivery of food and “to-go” orders to customers.

ACTIVITIES

Member, American Marketing Association

August 2023 - Present

Member, Association of Information Systems

August 2023 – Present

Volunteer, Food Drive | Spring Valley Church

February 2021 – December 2021

Volunteer, Food Drive | The Real Church

February 2021 – December 2021

Volunteer, After School Program | City Light of Reading

October 2020 – December 2021

Volunteer, Homeless Shelter | City Light of Reading

Every Christmas & Easter since 2012

SKILLS

Software: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Teams, Salesforce, Google Analytics, Google Docs, Google Sheets, Google Slides, Google Forms, JavaScript, HTML, CSS, MySQL

Languages: Basic proficiency in Spanish & Romanian.