

Bachelor of Science in Business Administration

GPA: 4.0

High School Diploma

Final GPA: 4.0

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- Provide front desk coverage for the Campus Center monitoring the building for safety and adherence to procedures
 - Demonstrate strong customer service skills while effectively managing the university main phone line systems
 - Provide team leadership and collaboration by assisting with building coverage during evening and weekend shifts

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- Worked 10+ hours per week assisting 100+ patrons and guests per week while providing safety and
 - Communicated effectively with all guests and patrons while managing the pool area during peak business hours
 - Obtained certification and remained up-to-date on CPR, First Aid and Oxygen training to enhance skill sets
 - Demonstrated strong knowledge in pool maintenance, current safety guidelines, and swimming instruction

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- Assisted 200+ customers per month in locating store merchandise, answering questions, and resolving issues
 - Worked collaboratively with 7 fellow co-workers to meet and exceed daily and weekly store goals
 - Gained communication and conflict resolution skills by working in a fast-paced customer service-oriented environment where specific sales goals were monitored and customer satisfaction was number 1 priority
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- Actively participated in the University Chorus while balancing a rigorous athletic and academic schedule
 - Developed effective team building through active listening and working together to create a beautiful sound
 - Utilized memorization and multi-tasking skills to develop a strong repertoire of music for every performance

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- Participated on a 15-member team with the Women's Volleyball team at Lakewood High school
 - Dedicated approximately 30+ hours per week to training, meetings, film sessions, lifting, and volunteering
 - Developed concentration, leadership, communication skills, and perseverance to meet personal and team goals

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- Worked one-on-one with 10 students as well as created academic success plans for increasing knowledge rate
 - Led 3 group study sessions to promote student's academic excellence by addressing skill gaps to enhance learning
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