**LEJLA OMEROVIC**

7d Carriage House Road (203) 376-4156 Storrs, CT 06269 Lejla.Omerovic@uconn.edu

**OBJECTIVE** Seeking internship or Co-op for winter 2011 and summer 2012 utilizing organizational, teamwork and problem solving skills.

**EDUCATION** University of Connecticut, Storrs, Connecticut May 2013

Bachelor of Science in Business

Major: Finance GPA: 3.61/4.00

Minor: International Studies

**SUMMARY OF**

**QUALIFICATIONS**

* Language: Bosnian
* Computer: Microsoft Word, Microsoft Excel, PowerPoint
* Strong customer service skills
* Detail oriented
* Excellent multi-phone line skills
* Highly motivated

**ACTIVITIES**

Delta Sigma Pi- member January 2011- Present

Real Estate Society-member Fall 2011

Women in Business (WIB)-member Fall 2011

International Business Society-member Fall 2011

Youth For Understanding Student Exchange- Australia June 2008-August2008

**RELEVANT**

**COURSEWORK**

Real Estate Finance Managerial Accounting

Financial Management Literature and Culture of India

**WORK**

**EXPERIENCE**

**University of Connecticut Center for Students with Disabilities**

Class Note Taker Current

**Fratelli’s Catering**, Wallingford, Connecticut

Administrative Assistant November 2008 – August 2011

* Handled open inventory and incoming invoices from various vendors
* Processed catering orders up to $2,000, recorded food choices, special requests, and ensured that orders were fulfilled by communicating with the rest of the staff
* Recorded specific banquets and relayed important messages and requests by customers to managers and the head chef
* Responsible for writing checks to various inventory suppliers and filed receipts
* Efficiently managed multiple tasks in a fast paced environment

**INTERESTS**

International travel

Snowboarding

Hiking