

CURRENT ADDRESS

141 Kara Drive
North Andover, MA 01845

Victoria Sullivan

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OTHER ADDRESS

151 Commonwealth Ave
Amherst, MA 01003

EDUCATION**University of Massachusetts Amherst**

Amherst, MA

Isenberg School of Management*Bachelor of Business Administration in Accounting*

Candidate, May 2018

- Cumulative GPA **4.0**; Dean's List **Commonwealth Honors College**

Anticipated 150 Hour Completion: Will complete 150 hours for CPA compliance

May 2018

EXPERIENCE**North Andover Country Club**

North Andover, MA

Snack Bar Attendant

May 2014 – Present

- Entrusted to train 5 new employees on club standards and arrange the schedule for 9 part-time employees
- Ensured consistent and exceptional customer service to demanding clientele through strong interpersonal skills
- Stepped up to fill gaps in coverage in various positions at functions such as bartending and waitressing

Let's Get Ready Volunteer SAT Tutoring

Andover, MA

Critical Reading and Writing Coach

Summer 2015

- Facilitated individual score improvements of 200-300 points for 10 students at the Greater Lawrence Tech School
- Advised Juniors and Seniors in high school on how to succeed in college and how to improve chances of acceptance
- Motivated students to write their Common Application essay and edited three drafts each to ensure maximum impact

ACTIVITIES**Biology Talent Advancement Program**

Fall 2014- Spring 2015

University Residential Academic Program

- Invited to apply and accepted into a rigorous two semester program to foster advanced critical thinking skills
- Succeeded in a demanding course load including two honors biology courses, two honors labs, and a weekly seminar
- Collaborated with fellow residents to complete intensive projects and clarify points of confusion from class

UMass House Council

Fall 2014- Present

Programming Board

- Coordinated various events in our residence hall to foster an exciting and welcoming environment
- Planned and organized events such as a Lantern Day Chinese food buffet and candy grams on Valentine's Day
- Collaborated with Area Government to plan and volunteer at the Honors College Carnival

Sigma Kappa Sorority

Fall 2015- Present

Assistant Social Chair

- Generated \$100,000 to benefit Children's Bay State Hospital as a part of a For The Kids Dance Marathon
- Promoted purposeful actions and choices through "Inherit the Earth" to positively impact the health of our planet
- Facilitated Panhellenic spirit through inclusive campaigns such as collaborative study hours and greeting cards

UMass Racquetball Club

Spring 2015- Fall 2015

Vice President/Treasurer of the Organization

- Authorized to oversee club revenue and fee accounts as well as manage overall finances
- Increased club membership by 100% in season through intelligent advertising and communication
- Organized travel forms and member payments for tournaments in the Eastern Collegiate Racquetball Conference

SKILLS

Computer: MS Office (Excel, Word, PowerPoint, Access); HTML, CSS proficient *Language:* Conversational Spanish