

# E. William Kern

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## EDUCATION

**Bachelor of Science, Business Administration** | University of Oregon | Eugene, OR | Expected June 2026  
*Concentrations: Operations & Business Analytics, Sports Business | Minor: Computer Information Technologies*

- Beta Gamma Sigma Honors Society Member
- Current 4.05 GPA

**Associates of Arts Oregon Transfer** | Blue Mountain Community College | Pendleton, OR | June 2023

- Graduation Commencement Speaker
- Honor Roll, 3.9 GPA

## WORK EXPERIENCE

**Leasing Agent**, Cardinal Management Group | Eugene, OR **March 2025 - Current**

- Assist prospective residents by responding to leads, answering questions, giving building tours, and supporting them through each step of the leasing process to achieve occupancy goals
- Support current residents by addressing any concerns, coordinating solutions, and managing day-to-day needs to ensure a welcoming and well-serviced living environment

**Sales Associate**, Club Pilates | Eugene, OR **July 2023 - February 2024**

- Initiated sales calls, employing effective communication and product knowledge to secure enrollments
- Managed customer accounts, resolving problems efficiently to ensure high membership retention
- Maintained cleanliness of studio, executing routine cleaning duties to ensure studio sanitization

**Shift Lead & Barista**, Dutch Bros | Hermiston, OR **August 2019 - March 2023**

- Managed crew on shift, delegating responsibilities on shift to ensure a good workflow and a culture which aligned with company expectations
- Fulfilled orders, completing multiple orders simultaneously to maintain efficient order processing
- Employed customer service skills, conversing with over 300 customers a day to uphold company values
- Performed end-of-day duties, including reconciliation of cash registers and closing tills to maintain correct cash handling procedures

## LEADERSHIP EXPERIENCES

**Founder**, Multicultural Club at BMCC | Pendleton, OR **January 2023 - June 2023**

- Founded and led a multicultural club focused on celebrating diversity through cultural events, holidays, and traditions, to increase inclusion within the school community
- Collaborated with TRIO to organize a field trip to a cultural site in Washington State, providing members with immersive educational experiences and building relationships between programs at the school

**Section Leader**, Hermiston High School Choir | Hermiston, OR **September 2018 - June 2021**

- Exemplified correct vocal techniques and performance habits to achieve title of section leader
- Facilitated communication between section members to ensure a cohesive section
- Scheduled and arranged sectionals designed to efficiently rehearse and improve songs in our repertoire

## SKILLS

Interpersonal Skills | Microsoft Office Suite Proficiency | 80+ WPM Typing | Technologically Adept |