

## **Angelica Rogers**

7009 Almeda Rd., Unit 1937, Houston, TX 77054 | (334) 663-4697 | abrogers@uh.edu  
<https://www.linkedin.com/in/angelicarogers1/>

### **EDUCATION**

C.T. Bauer College of Business, University of Houston, Houston, Texas

**Bachelor of Business Administration in Management Information Systems**

**May 2020**

Management Information Systems GPA: 3.80/4.00 Cumulative GPA: 3.53/4.00

- Financed 50% of educational expenses through employment

Lamar State College Port-Arthur

**Associates in Academic Studies**

**May 2016**

- GPA: 3.93/4.00
- Phi Theta Kappa Honor Society (2014-2016)

### **EXPERIENCE**

**Courtyard by Marriot | Houston, Texas**

Front Desk Agent

**January 2019-Present**

- Responsible for guest reservations, monitoring guest emails and email inquiries, including assisting current and future guest local travel arrangements
- Ability to work under pressure and manage and resolve guest issues or complaints
- Direct experience with maintaining reservation system, room assignment and processing hotel documents
- Coordinating conference and meeting space areas based on the requirements and handling event planning issues.

**U.S. Attorney's Office, Eastern District of Texas| Beaumont, Texas**

Student- Legal Assistant

**August 2016 – August 2018**

- Produced a variety of written documents by assembling exhibits, affidavits, and other legal documents
- Secured, retrieved, sorted, and calculated statistical or other information from standard reports
- Performed a variety of recordkeeping, reporting, and informational duties
- Answered telephone and referred calls to staff; and provided information and assistance to callers

**Bath and Body Works| Beaumont, Texas**

Retail Associate

**November 2014 –December 2016**

- Assisted in counting down registers, preparing deposits, and counting down safe.
- Greeted customers and ascertain what each customer wants or needs
- Maintained and organize store displays to enhance product visibility and expedite product location activities.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires

### **ACTIVITIES**

Management Information Systems Student Organization, Member

**August 2018-Present**

Emerging Leaders Academic Success Program, Participant

**August 2018-December 2018**

Southeast Texas Food Bank, Volunteer

**August 2014-August 2018**

- Volunteer Recognition Award (2015, 2017)

Lamar State College-Port -Arthur, Student Athlete

**August 2014-May 2016**

- Sam Monroe Student Athlete Award, Pitcher of the Year (2016)

### **SKILLS**

Java, Linux, Shell Scripting, Command Line Interface, Microsoft Excel, Access, Word, PowerPoint, Outlook

