**Angelica Rogers**

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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