

Adeline M. Porter porter.adeline@gmail.com

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EDUCATION: TEMPLE UNIVERSITY, Klein College of Media & Communication Philadelphia, PA

B.A. in Advertising, Expected graduation: May 2021

Concentration: Account Management

Minor: Business Management, Fox School of Business

ACTIVITIES: Temple University Political Science Society (Fall 2016-present), Temple University Economics Society (Spring 2017-present), Temple University Powerlifting Club (Spring 2018-present)

SKILLS: Microsoft Excel, Powerpoint, Google Analytics, Google Ads, Facebook Ads, Adobe Photoshop, Illustrator

WORK EXPERIENCE:

METHOD HOSPITALITY, Philadelphia PA May 2019- Present

Support Associate

- Provide service to patrons in a high volume fine dining restaurant.

THE SCHULSON COLLECTIVE, Philadelphia PA January 2019-May 2019

Host/Server Support

- Organized and assigned parties to tables through OpenTable
- Maintained detailed log of guest data
- Engaged in phone and email communications to schedule reservations and coordinate events

TARGET CORPORATION, Lancaster PA May 2018-August 2018

Flexible Fulfillment, Flow Team Associate

- Fulfilled orders and packaged items to be shipped
- Managed guest requests and billing

TEMPLE UNIVERSITY LIBRARIES, Philadelphia PA January 2017-May 2018

Library Associate

- Shelved and barcoded books, assisted patrons in the Main Campus library
- Organized a multiphase reorganization project in the Beasley School of Law library and coordinated team members to catalogue and rearrange historic law collection.

PLANET FITNESS FRANCHISOR, Lancaster PA June 2016-May 2018

Membership Benefits Representative

- Provided tours and recruited new members to join the club and completed financial transactions with guests
- Maintained cleanliness and order of the facilities and equipment and provided training and instruction on equipment operation