

## Hailey Rice

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### **Education:**

#### **University of San Diego**

Bachelor of Business Administration and Finance- Honors Program  
Minor in Spanish

San Diego, CA

Expected May 2020

- USD Alcalá Scholarship (most prestigious) for excellence in academics and extracurricular activities

#### **Eagle High School**

GPA: 4.3

Graduated June 2016

- AP Scholar
- Presidential Merit Award

### **Work Experience:**

#### **Cashier and Barista**

Summer 2015 & 2016

Fogglifters Café

McCall, ID

- Addressed customer service problems in a timely and efficient manner
- Managed cash register and till, while accurately taking orders and communicating with the kitchen
- Made coffee and kept an organized work space

#### **Intern**

Summer 2014

Hansen-Rice, Inc.

Nampa, ID

- Organized and assembled important safety documents to be sent out to project managers
- Assisted Human Resources in calling subcontractors to update their insurance
- Monitored incoming phone calls and appointments at the front desk
- Managed special organization projects throughout the office
- Filed documents for accounting, human resources, and estimating

### **Activities and Leadership Experience:**

Student Finance Association

Fall 2016- Present

Mayors Youth and Action Council

Sept. 2012- May 2015

- Chair of Events
- Coordinated and organized monthly community service events

National Honor Society

May 2014-May 2016

Leadership Boise Academy

Sept. 2014- May 2015

- One of 50 students chosen to learn about leadership and business from exemplary community leaders and businesses

Business and Leadership camp at Stanford University

July 2014

- Elected President of mock business by peers
- Lead group of 25 people to present business idea to mock venture capitalists
- Supervised financial, marketing, and operations reports

Eagle High School Varsity Tennis Team

2012-2016

### **Skills**

Proficient in Microsoft Word, Excel and Powerpoint

Intermediate Spanish skills