

Objective

To obtain a management position in the field of hospitality to acquire skills and experience in hotel and restaurant management, while providing dedication and superior work performance to the organization.

Education

Kutztown University of Pennsylvania Kutztown, PA
Bachelor of Science in Business Administration May 2007
Dual Major: Business Management and International Business
GPA: 3.15

Skills

Working knowledge of Microsoft Word, Excel, and Power Point

Relevant Courses

Financial Management	Multinational Financial Management
Human Resource Management	Marketing Management
Business Strategy and Policy	Organizational Behavior in Management
International Management	International Marketing
International Trade and Finance	Management of Change

Internship Experience

United Parcel Service Bethlehem, PA
Intern – Business Development May 2006 – present
Assisted account executives and sales support representative. Completed logistical projects and analysis, financial reviews, contract analysis, and performance analysis. Provided problem resolution and service support for customers.

Work Experience

Wet Seal Inc. Whitehall, PA
Sales Associate February 2005 – November 2006
Responsibilities include assisting customers through upbeat and energetic customer service, inspiring fun and of-the-moment fashion, sales promotion, visual representation, stock services, shrink reduction.

Marriott Fairfield Inn & Suites West Hazleton, PA
Guest Services Representative May 2003 – August 2003
Maintained positive guest relations, oversaw daily check in/out activities, balanced shift paperwork, established reservations, confirmed customer satisfaction with services through follow-up calls, conducted negotiations of rates with prospective customers

Sugarloaf Golf Club Inc. Sugarloaf, PA
Server/Cook/Banquet Coordinator April 1999 – December 2003
Prepared food orders for customers, prepared buffets for banquets, organized banquet area for tournaments, provided cleaning and maintenance of clubhouse, stock services, assisted in development of server responsibilities and duties checklist, trained new employees.

