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## EDUCATION

### UNIVERSITY OF NORTH CAROLINA at Chapel Hill

May 2018

**Pre-Business Studies;** Information Systems (minor), GPA 3.56

- Dean's List, Joe Perry Memorial Scholarship

### NORTH CAROLINA STATE UNIVERSITY

August 2014- May 2015

**Business Administration,** GPA 3.72

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## EXPERIENCE

### COUNTRY CLUB PREP – Chapel Hill, NC

July 2016- Present

#### Brand Ambassador

- Generated \$600+ in sales in the first month
- Organize and host events to market the brand on campus
- Represent, promote, and sell the Country Club Prep brand on campus and social media

### JOHNSON AUTOMOTIVE GROUP – Raleigh, NC

Summer 2016

#### Corporate Management Internship

- Worked with multiple corporate departments including marketing, finance, and sales during a immersive rotational internship
- Successfully completed comprehensive internal sales training
- Negotiated sales with clients for products valued at over \$80k
- Collaborated with marketing team to develop a targeted marketing campaign with a budget of \$20k+
- Conducted extensive analysis of over 1,000 customer feedback surveys to identify areas of customer dissatisfaction and presented findings to management

### DAVIS STURGES AND TOMLINSON ATTORNEYS AT LAW – Louisburg, NC

August 2015- Present

#### Accounts Receivable Specialist

- Improved office procedures resulting in increased efficiency and accuracy in client billing
- Reduced the amount of time from services rendered to payment received by 30% in less than one year
- Accurately recorded client payments totaling \$1M+ per year using QuickBooks Accounting Software

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## LEADERSHIP AND COMMUNITY INVOLVEMENT

### SIGMA NU, Philanthropy Committee, Chapel Hill, NC

January 2016- Present

- Implemented fundraising plan with monthly goals to raise \$10k+ for Habitat for Humanity
- Led a team in planning and executing BBQ Fundraiser that raised over \$2k for charity

### TAU SIGMA NATION HONORS SOCIETY, Treasurer, Chapel Hill, NC

May 2016- Present

- Managed \$2k+ in chapter funds
- Reimbursement of chapter expenses in a timely manor
- Organized fundraisers, social events, club meetings, and executive board meetings

### CAROLINA CONSCIOUS, Assistant Director of Greek Life Sales, Chapel Hill, NC

May 2016- Present

- Worked with other members to sell an estimated 60K cups for Fall Semester valued at \$8K+
- Promoted and sold Carolina Conscious compostable cups through innovative campus outreach

### INTERNATIONAL BUSINESS CLUB, Events Coordinator, Raleigh, NC

January 2015- May 2015

- Organized and led weekly meetings for executive team
- Contacted and scheduled relevant national business professionals as guest speakers
- Worked with executive team to develop ideas and host events for the International Business Club

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## ADDITIONAL INFORMATION

- Habitat For Humanity, England and Italy Traveling Choir, George Holding for Congress
- Web design experience, Basic Java, ELEADS Professional Customer Relations Technology, QuickBooks Online Accounting Software