# Qualifications

* Consistent in displaying maturity, good judgment, and a willingness to accept responsibility.
* Self-motivated, team player with problem solving abilities and strong leadership qualities.
* Detail-oriented with the ability to multi-task several projects.
* Excellent verbal and written communication and analytical skills.
* Proficient with Microsoft Office, Internet and social media networks.

# Education

## Southern Connecticut State University Fall 2007-May 2011

* *Bachelor of Science in Business Administration with a Concentration in Marketing*
* *Honors/Awards*: Dean’s List (2010), Who’s Who Among Students in American Colleges & Universities (2010 & 2011), Gamma Sigma Alpha National Greek Honor Society (2011), Order of Omega National Greek Honor Society (2011)
* *Leadership*: Delta Phi Epsilon International Sorority (President May 2010-May 2011), Greek Life Council (Vice President May 2010-May 2011), SCSU Class of 2011 (Coordinator of Public Relations May 2010-2011), Relay for Life (Team Captain 2004-Present)

# Experience

## Bartender April 2009-Present

*Doody’s Totoket Inn Restaurant*, North Branford, CT

* Multi-task orders, cash register and product preparation under fast paced conditions.
* Provide customer service to all customers to ensure correct order and satisfaction.
* Ensure a safe and inviting environment for all guests.

## Community Advisor January 2008-May 2011

*Office of Residence Life,* Southern Connecticut State University, New Haven, CT

* Acted as liaison between residents, hall director and Office of Residence Life.
* Counseled residents on personal, academic, and career concerns.
* Assessed and responded to the needs of over 80 residents on floor.
* Developed and facilitated programs to help students prepare for graduation, as well as raise cultural and educational awareness.
* Attended weekly staff meetings to communicate needs of the building/residents and upcoming events.

## Promotions Intern September 2010-January 2011

*Clear Channel Radio,* Hartford, CT

* Set up and executed various onsite events/promotions for the radio stations.
* Built strong customer relationships through conversation and interactions.
* Developed activities and contests for listeners to partake in.
* Strengthened social media interactions via Facebook, Twitter and station websites.