

# ATHENA FURUTA

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## EDUCATION

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**Babson College**, School of Business, Babson Park, MA Expected Graduation May 2021

GPA: 3.4/4.0, Candidate for Bachelors of Science in Business Administration

Areas of Interest: International Business, Business Analytics, Strategic Management, Entrepreneurship

- Relevant Coursework: Foundations of Management and Entrepreneurship, Quantitative Methods of Business Analytics I&II, Case Studies in Business Analytics, Negotiations, Managing Information Tech and Systems

**West High School**, Torrance, CA Jun 2017

GPA: 4.3/4.0, Principal's Honor Roll 2013-2017, Warrior Scholar, Seal of Biliteracy, AP Scholar with Distinction

Activities: Girl's Cross Country, California Scholarship Federation, Interact Service Club, Graphics and Communications

## WORK EXPERIENCE

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**J-Exim Inc.**, Torrance, CA June 2014 – July 2018

*Summer Operations Assistant*

- Updated inventory record consistently on Microsoft Excel and organized inventory in the warehouse
- Conducted detailed inspection and packaging of over 100 aerospace components
- Worked collaboratively with Operations Director and management to ensure prompt shipping

**OneBella** at Babson College Aug 2017 – May 2018

*Co-Chief Executive Officer*

- Provided executive leadership for ten business students in a Babson-funded start-up and generated a sales of \$2,636 over four months to which the profit was donated to GlobalGiving and Boys & Girls Club
- Implemented strategic goals to lead the company toward the achievement of the company's mission
- Directed CFO, COO, CMO, and the sales team to develop the business in new markets both online and offline

**Ladybug Asian Grill**, Gardena, CA Jan 2016 – June 2017

*Server*

- Managed customer service issues and informed management to improve customer service quality
- Recorded transactions and balanced the daily cash flow to address and fix any financial oversight
- Trained non-English-speaking staff in providing excellent customer service in the food industry

## LEADERSHIP & EXTRACURRICULAR ACTIVITIES

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**Martial Arts Association** at Babson College

*VP of Communications*

June 2018 – Present

- Manage communications and relationships with students, coaches, Student Athletics, and other organizations

*Marketing Assistant*

Jan 2018 – May 2018

- Promoted events through social media and advertisements and increase participation in martial arts classes

## SKILLS & INTERESTS

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**Languages:** Japanese Fluency, Spanish Proficiency

**Computer:** Microsoft Office, Minitab, InDesign, Tableau

**Interests:** Marathons, Karate, Badminton, Writing, Traveling