

Cassidy Humphrey

22771 Lajares Mission Viejo, CA 92692

949-606-3116

cassidy@cassidyhumphrey.com

EDUCATION

University of Denver, Denver, CO

Expected Graduation: June 2018

Bachelor of Science Business Administration – International Business

- Current GPA: 3.97
- Minors in Marketing and French
- Relevant Courses: Gateway to Business, Business Calculus, Business Analytics, Business Law and Ethics, Accounting, Finance, Marketing, International Marketing, and Management

University of Lille III, Lille, France

September 2016 – December 2016

Semester Abroad

- Studied French by taking courses in French cinema, language, and conversation
- Acclimated to a new environment and used cross-cultural communications to overcome language barriers
- Maintained finances using various currencies

WORK EXPERIENCE

WUXI SUJINGRUI INTERNATIONAL TRADE CO., LTD., Wuxi, China July 2017 – August 2017

International Sales Intern

- Sourced suppliers for US restaurant packaging companies
- Visited factories to perform quality checks and negotiate product pricing
- Analyzed factory data concerning sales, production capacity, and customer satisfaction to evaluate the factories' efficiency
- Compared multiple factories' performance data to choose the best factories for sourcing
- Learned the Chinese culture to employ effective business interactions

DANIELS COLLEGE OF BUSINESS, Denver, CO

November 2014 – Present

Daniels Admissions Team / Front Desk Assistant

- Meet with prospective students and advise them on the Daniels College of Business' curriculum and student life
- Schedule advising appointments and participate in events relating to the Daniels College of Business

ELITE ASSOCIATES, Brea, CA

Marketing/Sales Intern

June 2015 – August 2015

- Received an overview of the foodservice industry by working with the Marketing, Customer Service, and Sales Departments
- Created order guides and customized flyers and points of sale for the Marketing Department
- Compiled data to compare business trends and analyzed business performance by completing a gap analysis
- Met with clients to introduce new products and complete sales with the Sales Department via cold-calls and food shows

KENTEC MEDICAL, Irvine, CA

December 2014 – January 2015

Warehouse Inventory Assistant

- Organized medical supplies and prepared them for distribution
- Calculated the business' inventory and compared data to the previous year's inventory count
- Filed and organized invoices and other business documents

RUBY'S DINER, Mission Viejo, CA

June 2012 – June 2014

Cashier/Hostess

- Monitored checkout stations to ensure that they had adequate cash available and that they were staffed appropriately
- Provided on-the-job training to new employees
- Employed customer service skills by greeting customers, answering customers' questions, and providing information on procedures or policies

SKILLS AND LEADERSHIP EXPERIENCE

Secretary, Chi Omega (January 2017 – Present)

Language: Proficiency in French

Computer: Microsoft 2013 Certification