**Professional Skills Profile**

* Develop strategic plans and initiatives to further the organization's goals
* Supervised team, collaborated with faculty to meet goals
* Commended for communication skills, including public speaking
* Planned, created, and evaluated promotional and publicly strategies

**Education**

**BS in Business Administration,** Liberty University, Lynchburg, VA Anticipated May 2023

* Specialization: **Project Management and Supply Chain Management**
* Minor: **Accounting**
* **Honors Program**
* Organizations: Delta Mu Delta, Enactus, and Global Strategy and Supply Chain Association
* GPA: 3.93 Deans List
* **Excel Certified, Word Certified**

**Work Experience**

**Student Worker, Center for Entrepreneurship** January 2022- Present

* Collaborating with the Dean of the School of Business and Head of Entrepreneurship department to develop classes and partnerships to support the growth and development of student businesses and ideas
* Developed a project management process using Microsoft Teams that organizes and streamlines the planning, communicating, and information sharing process of projects
* Creating social media plans and marketing graphics to advertise for student events and guest speakers on a consistent schedule

**Supply Chain Operations Intern, J. Crew** May 2022-August 2022

* Worked with executive and management teams and associates to revamp operating procedures and increase throughput efficiency by 18.9% resulting in 149,000 dollars in savings
* Developed visual workplace improvements, dashboards and signs to support management and associates' daily operations
* Revamped training program to better equip associates with the proper skills and knowledge to perform their jobs

**Project Manager, Heaven Sent by Hometown Health Care** May 2021- December 2021

* Assisted management weekly by taking notes and providing a central location for project updates using Microsoft Excel
* Developed a plan to update the company technology to the Microsoft 365 platform and ensure HIPAA compliance with Microsoft Azure
* Worked on a variety of projects from fleet management, remit audits, and landscaping to pay structure

**Leadership Experience**

**Chief Business Coordinator, Liberty University Enactus** August 2021- Present

* Collaborating with the executive team to create a schedule for meetings and streamline project plans with manageable goals on a timeline
* Serving as a project lead and developing a go-to-market strategy and business plan for a student-run company that supports other entrepreneurial projects
* Connecting different student-run organizations to partner and serve the Liberty community