

# Michaela Schuessler

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## Education

### **BUSINESS ADMINISTRATION ASSOCIATE IN SCIENCE | DEC. 2014 | MONTEREY PENINSULA COLLEGE**

- Major: Business Administration
- Related coursework: Financial & Managerial Accounting, Business Law, Macro & Micro Economics, Statistics, Finite Math, Computer Information Systems

### **B.S. BUSINESS ADMINISTRATION | WILL EARN IN: MAY 2017 | UNIVERSITY OF CALIFORNIA, MONTEREY BAY**

- Major: Business Administration
- Concentration: Management & International Business
- Minor: Pre-Law
- Related Coursework: Excel, Constitutional Law, Human Resources, Organizational Behavior, Service Learning, Capstone, International Business, Mgmt of Nonprofit Organization

## Skills & Abilities

- Technically proficient in Microsoft Excel, Word, and PowerPoint
- Fast learner with a positive attitude
- Great team player
- Computer literate
- Organized and detail oriented
- Hard working
- Determined

## Honors/Awards

- Dean's List High Honors (Monterey Peninsula College) – Graduated 2014
- Dean's List (California State University, Monterey Bay) – Spring 2015, Fall 2015, Spring 2016

## Experience

### **16'S VOLLEYBALL HEAD COACH | CLUB CRUZ VOLLEYBALL | DECEMBER 2016 - PRESENT**

- Aid the players in improving their volleyball skills
- Keeping constant communication with players and parents
- Coming up with game plans for practices and tournaments
- Answering any emails and dealing with paperwork for players and parents

### **COLLEGE OF BUSINESS STUDENT ASSISTANT | CALIFORNIA STATE UNIVERSITY, MONTEREY BAY | SEPTEMBER 2016 - PRESENT**

- Handle the College of Business Chair's schedule; making appointments
- Getting student files ready for appointments
- Answering the phone and answering any questions
- Being available to faculty members to copy, print, or any other assignments for them
- Answer the College of Business emails

### **JUNIOR VARSITY COACH | YORK SCHOOL | AUGUST 2016 – NOVEMBER 2016**

- Aid the players in improving their volleyball skills
- Driving players to and from away games
- Being not only a coach, but a mentor and helper whenever they need it

### **CASHIER | WALMART | JUNE 2012 – AUGUST 2012**

- Answer any customer questions
- Provide fast and efficient check out
- Handle cash and make sure that the right amount is given back to the customer
- Keep my area nice and clean
- Return go-backs

## References

- Available upon request