‍‍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