

## ***Elizabeth Kjar***

5 Heritage Halls Rm. #4217

Provo, UT 84604

**(636)-675-4162**

[lizzie.k.kjar@gmail.com](mailto:lizzie.k.kjar@gmail.com)

## **Objectives:**

I am a student seeking a challenging business internship to apply and further develop analytical and business skills.  
Committed to contributing to the growth and success of the organization.

## **Experience:**

### *City of Ballwin, Ballwin, MO*

Concessions Attendant, May 2020 - September 2021

- Prepared and served food at a seasonal pool, guaranteeing efficient and accurate order fulfillment.
- Maintained cleanliness and hygiene standards in the concession area.

### *City of Ballwin, Ballwin, MO*

Lifeguard, July 2021 - April 2022

- Applied first aid and rescue skills, ensuring the safety of pool patrons.
- Obtained CPR certification and responded promptly to emergency situations.

### *Crumb! Cookies, Des Peres*

Employee, October 2020 - August 2022

- Assisted with catering orders, ensuring timely delivery and excellent customer satisfaction.
- Managed dishwashing and cleaning duties, maintaining a clean and organized workspace.
- Participated in cookie preparation, contributing to high-quality product standards.

### *BYU Museum of Art, Provo, UT*

Security Guard, August 2022 - **Present** (Seasonal during school year)

- Conducted surveillance through monitoring security cameras and ensured the safety and security of the premises.
- Operated the security system and promptly addressing any issues or alarms.
- Enforced museum rules and regulations, providing a secure environment for visitors and artwork.

### *Hobby Lobby, Ballwin, MO*

Retail Associate, May 2023 - August 2023

- Provided exceptional customer service, assisting shoppers with inquiries and locating merchandise.
- Maintained store appearance and restocked inventory to ensure a pleasant shopping experience.

## **Education:**

### **Brigham Young University, Provo, UT**

Undeclared, August 2022 - PRESENT

- Plan to apply to the Marriott School of Business as an Accounting Major for Fall 2024
- Relevant completed courses:
  - Economic Principles and Problems
  - Principles of Accounting
  - Spreadsheet Skills and Business Analysis

- Current Relevant courses:
  - Intro to Management Systems
  - Principles of Accounting 2
  - Public Speaking
- Planned Future Relevant courses
  - Principles of Finance
  - Marketing Management
  - Global Supply Chain Management

**Awards:**

- High School: Summa Cum Laude
- Spanish Seal of Biliteracy

**Skills:**

- Proficient in surveillance and monitoring techniques
- Intermediate Excel skills, including VBA and SQL
- Strong analytical abilities
- Excellent customer service skills

**References:**

Available upon request

Quantify whatever you can, don't be ambiguous