

Alyssa D. Schaefer

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Education:

University of Pittsburgh, College of Business Administration

Bachelor of Science in Business Administration

Pittsburgh, PA

Marketing and Supply Chain Management Dual Major & Spanish Minor

Certificate Program in International Business

April 2018

Skills and Competencies:

- Communication
- Planning and Organization
- Spanish Language (Advanced)
- Teamwork
- Leadership
- Time Management
- Microsoft Office
- Google Applications
- Self-Motivated
- Quick Learner
- Detail-Oriented
- Flexible
- Responsible
- Hard-Working

Employment:

Posy Floral + Wedding Design

Pittsburgh, PA

Intern

2017-Current

- Attend client consultations, assemble sample displays, and assist with day-of-event décor and centerpiece set up and design.

Panera Bread

Pittsburgh, PA

Associate

2017- Current

- Greet customers and provide excellent customer service by creating a welcoming and pleasant atmosphere while also working the cash register.

Thread International

Pittsburgh, PA

Marketing Intern

2016

- Worked on a maker social media outreach program to increase industry and brand awareness and advance e-commerce sales.

Rose Tree Media School District

Media, PA

Technical Director of Summer Program

2016

- Designed and created a set and programmed lights for the summer theatre camp while directing eighty-five students.

Reformation Nursery School

Media, PA

Teaching Assistant

2015-2016

- Maintained a functioning classroom environment with a team of teachers and encouraged individual and group learning among young students.

Front Street Fountain

Media, PA

Waitress

2013-2015

- Worked as part of a team to create a positive dining experience for customers and responded to any of their needs.

Community Activities and Experiences:**American Marketing Association**

Pittsburgh, PA

Co-VP of Conference and Active Member

2015-Current

- Planned AMA's regional conference
- Contacted and coordinated with twenty marketing companies
- Reached out to over eighty marketing and communication students
- Honed a variety of marketing skills through various events
- Participated in several community service activities (The Great Race, Pennies for Patients, 4KforCancer)

International Study Abroad Program

Madrid, Spain

International Student

2017

- Created and maintained a strict budget
- Organized trips and activities for small groups
- Overcame language barriers to navigate a new city
- Completed two courses at the Universidad de Nebrija

Burke Wedding

West Chester, PA

Coordinator

2016

- Assisted with day-of-wedding logistics
- Set-up and clean-up of décor
- Managed vendor arrivals

- References available upon request -