

Alyssa D. Schaefer

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Education:

University of Pittsburgh, College of Business Administration

Bachelor of Science in Business Administration

Marketing and Supply Chain Management Dual Major & Spanish Minor

Certificate Program in International Business

Pittsburgh, PA

April 2018

Skills and Competencies:

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

Employment:

Posy Floral + Wedding Design

Intern

Pittsburgh, PA

2017-Current

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

Panera Bread

Associate

Pittsburgh, PA

2017-Current

Thread International

Marketing Intern

Pittsburgh, PA

2016

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

Rose Tree Media School District

Technical Director of Summer Program

Media, PA

2016

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

Reformation Nursery School

Teaching Assistant

Media, PA

2015-2016

Front Street Fountain*Waitress*

Media, PA

2013-2015

Community Activities and Experiences:**American Marketing Association***Co-VP of Conference and Active Member*

Pittsburgh, PA

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*International Student*

Madrid, Spain

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*Coordinator*

West Chester, PA

2016

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

- References available upon request -