**Career Objective**

To learn and grow in an organization where I can utilize the skills that I have obtained through earning my Bachelors of Science Degree from Appalachian State University majoring in Business Management with a minor in Computer Information Systems. I will apply the essential skills that I have developed in Operations, Management, Leadership, and Customer Service. These essential skills were acquired through both my work experience and education. I desire to add value to an organization in the areas of Business Operations, Business Process, Account Management, and Customer Relations. I would like to earn the opportunity to advance my career while achieving the goals of the company.

**Education**

Appalachian State University

*Bachelor of Science in Business Administration* May 2017

Major: **Business Management**

Minor: **Computer Information Systems**

GPA: **3.62 (Cum Laude Honors)**

**Work Experience**

Food Lion June 2016 to April 2017

*Experience in areas of Grocery Operations*

* Assisted and served customers with a variety of services and products exceeding the expectations of both the customer and management.

Cottages of Boone Summer 2015

*Property Maintenance*

* Improved the property appearance by executing a variety of maintenance jobs. I also provided excellent customer service to both current and new incoming tenants.

**Volunteer Experience**

Carolina Raptor Center Spring 2014

*Volunteer*

* Performed activities related to creating, maintaining, and organizing files. Improved exhibits by upgrading the environment for the enjoyment and safety of the animals and the customers.

**Honors and Awards**

* Cum Laude Degree Honors
* Tau Sigma National Honors Society
* Dean’s List for Fall 2013, Spring 2014, Fall 2014, Fall 2015, Spring 2016, Fall 2016, and Spring 2017
* Member of the National Technical Honor Society at Ardrey Kell High School

**Skills**

* Proficient in Microsoft Office Suite including Microsoft Word, PowerPoint, and Excel
* Competent in Adobe Photoshop

*\*References available upon request*