

## EDUCATION

### UNIVERSITY OF COLORADO AT BOULDER

May 2021

#### Leeds School of Business

- Bachelor of Science in Business Administration with an emphasis in Marketing
  - Coursework includes: Data Analysis, Microeconomics, Macroeconomics, The World of Business, Communication Strategy, and Mathematical Analysis in Business

#### College of Arts & Sciences

- Bachelor of Arts in Psychology

### DISCOVERY CANYON CAMPUS HIGH SCHOOL

May 2017

- GPA: 4.0
- AP Scholar

## WORK EXPERIENCE

### Hostess, C.B. & POTTS Restaurant & Brewery, Colorado Springs, CO

May 2018 – August 2018

- Supervised restaurant seating, greeted guests, and escorted them to tables
- Created a personal dining experience through spirited presentation of menus and arranged for any specific accommodations in order to meet requests of the restaurant's customers
- Communicated with kitchen staff, management, serving staff, and customers to ensure dining details were handled properly and guests concerns promptly addressed

### Server/Cashier, Broken Bones BBQ, Colorado Springs, CO

May 2018 – August 2018

- Ensured that all guests received a warm greeting at the register
- Maintained knowledge of weekly ads, advertising specials, and other promotions
- Efficiently rung up items and processed payments to keep customers flowing through check-out
- Checked orders for accuracy before delivery to restaurant guests

### Office Clerk, Schommer Construction, LLC, Colorado Springs, CO

June 2016 – August 2018

- Receptionist responsibilities; answered calls and greeted visitors to the office
- Performed clerical duties of filing, created new hire packets, and other duties as assigned
- Calculated employee timecards on a weekly basis to ensure accurate payroll payment
- Assisted in the job close process, ran close out reports, and updated files for archiving

## LEADERSHIP & ACTIVITIES

### Mentee, Leeds Peer to Peer Mentoring Program, Boulder, CO

September 2018 – Present

- Meet month with mentor currently working in the business of sports industry to discuss possible career paths, life on campus, and seek advice for success in all related future endeavors

### Player, Women's Club Soccer, Boulder, CO

August 2017 – Present

- Dedicated 20 hours per week in season to practice, games, and fitness while maintain a full workload
- Traveled out-of-state to participate in prestigious tournaments such as regionals and nationals

## SKILLS

- Excellent Communication Skills
- Highly Organized
- Strong Work Ethic & Commitment
- Creative
- Excel & Quickbooks
- Proficient in R Studio Computer Programming