

**Objective:**

To obtain a full-time position in the field of business where I can use my communication, organization, and work ethic to add value to a company.

**Education: Arizona State University**

Bachelor of Arts

- Estimated graduation August 2018

Major: Interdisciplinary Studies

Minor: Media Analysis

**Business Skills:**

- Microsoft Word, Excel, PowerPoint
- Marketing
- Time Management
- Communication
- Creative Writing
- Detail Orientated
- Leadership
- Photography

**Experience:**

**Starbucks - Milwaukee, WI**

Shift Supervisor

2014 - Present

- Deploy partners for each shift based on knowledge and skill levels.
- Entrusted to create deposits, balance tills, and distribute weekly tips.
- Create a positive experience for partners and customers.
- Coach and develop partners to represent Starbucks culture.
- Train new partners to be successful.
- Improved efficiency times in drive through from 60+ seconds to less than 40 seconds.

**Rent-a-Daughter - Brookfield, WI**

Caregiver

2017 – Present

- Assist the elderly in daily tasks.
- Prepare meals based on dietary need.
- Perform housekeeping duties to better the client's living environment.
- Communicate client needs to other caregivers.
- Improve the lives of clients by offering compassion.

**Jimmy John's - Milwaukee, WI**

Delivery Driver

2013- 2014

- Organize daily cash receipts.
- Create customer experience.
- Manage time efficiently.
- Exceeded goals for delivery sales.
- Navigated fastest route for highest efficiency.

**CapTel - Milwaukee, WI**

Captioning Assistant

2012- 2013

- Assist clients who are hard of hearing by enhancing client ability to communicate with others.
- Type 50+ words a minute.
- Communicate through voice recognition software.

**Hobbies:**

In my spare time I enjoy reading, writing, running, cooking, and volunteering for local organizations.

References available upon request.