
EDUCATION

Seattle University 2004-present
B.S. in Business Administration
Emphasis: Management
Expected Graduation: May 2008 GPA: 3.5

EXPERIENCE

Ruby's Diner, Seattle, WA 2005-present
Server

- Provide customer service to clients
- Implement serving strategies for customer satisfaction
- Provide service in a timely and efficient manner
- Manage customer complaints and provide solutions

Electronic Construction, Seattle, WA 2004-2005
Administrative Assistant

- Managed companies database which included 35 employees and 60 vendors
- Imputed client and vendor records into Microsoft Outlook for operations manager
- Assisted in all accounts payable and receivable transactions
- Stewarded client relationships through phone interactions
- Organized employee and vendor data

Alexandria House, Seattle, WA 2003-2003
Volunteer

- Facilitated group discussion of approximately 15 children
- Served as a tutor for children of abused and homeless mothers
- Implemented after school projects ranging from thank you cards to Christmas ornaments
- Supervised all interactions and activities involving children

St. Brendan's Church, Seattle, WA 2001-2004
Volunteer

- Served as a rectory secretary for St. Brendan's Church
- Responsible for gift shop management
- Operated as gift shop cashier
- Balanced cash drawer

INVOLVEMENT/ HONORS

Mentoring Business Program, Long Beach, CA
Business Excellence Certificate Program

- Increase networking
- Build competencies
- Increase personal effectiveness

CSULB

Honors

- Dean's List 2004-present

SKILLS

- Proficient in Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook) and QuickBooks