**EDUCATION**

**Bachelor of Science in Commerce & Business Administration expected December 2020**

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

**Major**: Marketing | **Minor**: Real Estate and Sales

**WORK EXPERIENCE**

**Intern – Keller Williams Real Estate, Tuscaloosa, Alabama January 2020 – Present**

* Completed quarterly market updates for over 500 residential homes via call out and mail out
* Followed up with 10 new leads daily to gather information and identify potential clients

**Management Assistant – The UPS Store, Tuscaloosa, Alabama May 2019 – Present**

* Distributed packaging equipment as needed to ensure prompt service to customers
* Controlled inventory of over 750 packages daily guaranteeing on time delivery

**Dock Hand – Washington Sailing Marina, Alexandria, Virginia June 2018 – August 2018**

* Oversaw and maintained the landscape for a 200 boat public Marina
* Provided special education campers with sailboat safety tips

**Crew Member – Crystal City Sports Bar, Arlington, Virginia June 2017 – August 2017**

* Managed and cleaned the work area to sanitation requirements while keeping a professional and organized environment
* Closed and opened the restaurant two times weekly ensuring a stocked bar and clean tables and floors

**Crew Member – Paisano’s Pizza, Burke, Virginia October 2015 – August 2016**

* Assisted management by delivering 20 products per day to customers
* Monitored inventory to ensure sufficient supplies for the following work day
* Performed kitchen staff duties when needed

**INVOLVEMENT**

**Member, Delta Tau Delta Fraternity, Tuscaloosa, Alabama Fall 2016 – Present**

* Participated in events to raise awareness of Amyotrophic Lateral Sclerosis and raised over $25,000
* Organized a walk-a-thon and raised over $5,000 for testicular cancer research

**Volunteer, LIFT Program, Birmingham, Alabama January 2019 – March 2019**

* Taught veterans to learn basic computer and financial skills for the work force

**Volunteer, Christ House, Alexandria, Virginia 2012 – Present**

* Served food to over 60 people at the local soup kitchen six times per year

**COMPUTER SKILLS**

**QuickBooks Certified February 2019**

* Certified in QuickBooks accounting software
* Proficient in Microsoft Excel, Word, and PowerPoint