

Tara Wilkerson

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EDUCATION **Candidate for Bachelor of Science in Business Administration**, The University of Alabama
Major: Finance **2nd Major:** Accounting
Expected Graduation Date: May 2024 **GPA:** 3.84/4.0

WORK EXPERIENCE

Director of Executive Administration, *Alpha Phi, Tuscaloosa, AL* *August 2020 - Present*

- Responsible for ensuring that all reports, records, and receipts are submitted properly and accurately
- Manage chapter roster in collaboration with Chapter President including adding new members to Officer Portal
- Manages chapter point system to ensure members are actively participating in the organization
- Schedule all executive level visitors and accommodate any needs they may have

Lead Manager, *Beach Girl Coffee, Gulf Shores, AL* *August 2019 – July, 2021*

- Managed cash flows and matched them with reports from POS system
- Transported large cash drops to home office
- Performed sales analysis and advised supervisors on maximizing profit
- Managed employee training for all new personnel and offered continuous advice, guidance, and mentorship on duties and best practices

Shift Supervisor, *Frost Bites, Gulf Shores, AL* *May 2017 – July 2020*

- Oversaw all end-of-day cash drops and financial reporting
- Created and implemented short-term and long-term goals for profit maximization
- Worked with owner to open new locations along the Gulf Coast

ACTIVITIES

Ronald McDonald House, Volunteer Coordinator, *Mobile, AL*

- Instructed members to bring ingredients for recipes to serve upwards of 50 parents of hospitalized children
- Organized and coordinated groups of volunteers to successfully prepare and serve large meals

Student Alumni Ambassadors, *Tuscaloosa, AL*

- Volunteer at National Alumni Association fundraising events to raise money for need-based scholarships
- Meet with prospective students and parents to provide an in-depth university experience

Culverhouse Real Estate Society, *Tuscaloosa, AL*

- Attend seminars with top real estate executives in luxury, commercial, and residential sectors
- Gain experience and lasting connections by networking with professionals

Alpha Phi - Backroom Team, *Tuscaloosa, AL*

- Ensured recruitment ran smoothly by pairing active members with potential new members
- Gathered, input, and analyzed large amounts of sensitive data in a closed circuit program

HONORS AND AWARDS

- Presidential Scholarship
- President's List
- Presidential Academic Achievement Award

SKILLS

- Time Management
- Project Management
- Complex Problem Solving
- Teamwork
- MS Office Suite
- Accounting
- Strategic Thinking
- Data Analytics
- Leadership