

# Brooke Romanchik

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## EDUCATION

**Bachelor of Science in Commerce and Business Administration**, May 2025

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

Commerce and Business Administration

GPA: 3.2/4.0

Major: Economics

Minor: Chinese

## RELEVANT COURSEWORK

Business Communications (GBA 300), Legal Environment of Business (LGS 200), Marketing (MKT 300)

## STUDY ABROAD

**Giralda Center**, Casco Antiguo, Seville, Spain, Summer 2018

- Engaged in learning Spanish with other international students through classes, projects, and cultural immersion
- Engaged with 3 Spanish students about studying abroad in the United States
- Spoke to 100 Spanish parents and students about the benefits of studying abroad

## HONORS/AWARDS

Alabama Honors College

UA Scholar Scholarship 2021-2023

Dean's List Spring 2022

## WORK EXPERIENCE

**Intern**, May 2022 - August 2022

*Chambliss, Bahner, and Stophel*, Chattanooga, Tennessee

- Trained in Estate Planning with excel spreadsheets to create an index of open/closed client files
- Organized client bank statements daily by date and account number while ensuring physical/ electronic records were kept up to date
- Organized closed files into excel by name, paralegal in charge, and file number

**Barista/ Cashier**, July 2020 - August 2021

*Pruett's Market*, Signal Mountain, Tennessee

- Trained 3 new members into cashiers and baristas in order to maintain an efficient environment
- Learned to prepare upwards of 20 beverages and take cake or pastry orders
- Maintained a clean workplace by washing dishes, restocking bar items, and keeping counters clean in order to create a more efficient environment for the following shift
- Prepared upwards of 300 cookies and pastries every night to sell for the following day
- Demonstrated the highest level of customer service possible during every shift

## VOLUNTEER EXPERIENCE

Signal Mountain Social Services, Chattanooga Food Bank, Creative Discovery Museum

## SKILLS

Spanish (Basic), Chinese (Basic), English (Native), Excel, PowerPoint, Data Processing, Time Management, Flexibility, Organization, Teamwork