

Clarissa Balk

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EDUCATION

Bachelor of Science in Commerce and Business Administration, May 2026

- The University of Alabama, Culverhouse College of Business
- Marketing Major, Real Estate Minor
- GPA 4.0/4.0
- President's List

WORK EXPERIENCE

Excel Database Specialist, *Wheeljack's Lab*

November 2022-Present

- Create and maintain meticulous Excel databases for over 20 toylines, ensuring accurate and timely data uploads to company website
 - Extract crucial data from various company websites including Auctiva and Ebay, and transferred it into an Excel worksheet for comprehensive analysis and reporting
- Skills-* Excel, Time Management, Digital Communication

Barista, *Starbucks*

October 2021-August 2022

- Completed complex transactions during peak business hours while promoting the Starbucks rewards system
 - Memorized over 50 recipes and procedures for Starbucks' Signature Drinks
- Skills-* Customer Service, Product Knowledge, Continuous Learning

INVOLVEMENT AND LEADERSHIP

Alpha Delta Pi Sorority, Tuscaloosa, AL

August 2022-Present

- Engaged in philanthropy fundraisers supporting the Ronald McDonald House Charities including Pie a Pi, Pizza with the Pis, and Percentage Days, raising over
- Contributed to panhellenic community through philanthropy events, networking with public leaders, and engaging in presentations for betterment of the Alabama Panhellenic Association

Nomination Committee Class Representative, Tuscaloosa, AL

November 2022-Present

- Nominated to represent the Alpha Delta Pi 2022 Pledge Class of 140+ members in all executive and positional interviews
- Advocated for pledge class to Alpha Delta Pi's Executive Council and Board of Advisors regarding qualifications and suitability of 100+ applicants for over 45 leadership positions in the Eta chapter

Culverhouse Real Estate Society, Tuscaloosa, AL

August 2022-Present

- Networked with industry leaders and peers pursuing a Real Estate career through society meetings
- Discovered careers available in real estate industry and mastered skills necessary for success through leadership and communication workshops

VOLUNTEER EXPERIENCE

LIFT Lab, Tuscaloosa, AL

August 2023- Present

- Guided senior citizens through navigating technology by teaching enrichment courses in Excel applications
- Impacted senior citizens of the Tuscaloosa community through relationship building and technological support

Young Life, Davenport, IA

November 2018-Present

- Committed in a Christ-centered ministry to help kids grow in faith while providing a community of support
- Volunteered over 160 hours at a Young Life camp in Minnesota mentoring campers

HONORS AND AWARDS

University Honors College

UA Scholar Scholarship

Valedictorian

State of Iowa Spanish Seal of Bilingualism