

OLIVIA FRUGE

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

EXPERIENCE

Restaurant Hostess, 05/2022 - 06/2022

Hall's Chophouse - Charleston, South Carolina

- Answered telephones to record and confirm reservations and answer establishment questions
- Organized reservations and special events
- Helped with seating arrangements, menu selections, and special requests of customers.

Law firm Runner, 03/2019 - 03/2020

Gordon McKernan Injury Attorneys - Baton Rouge, Louisiana

- Operated company vehicles to transport, deliver, and pick up packages on assigned routes
 - Organized and maintained filing systems for documents, correspondence, and other materials
 - Updated case management system with notes, data, and reports
 - Maintained confidential client files and other sensitive information with discretion and professionalism.
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EDUCATION AND TRAINING

Marketing, Bachelor of Science in Commerce and Business Administration

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

GPA: 3.3 Major GPA: 3.75

High School Diploma

St. Joseph's Academy - Baton Rouge, Louisiana

GPA: 3.74

ACCOMPLISHMENTS

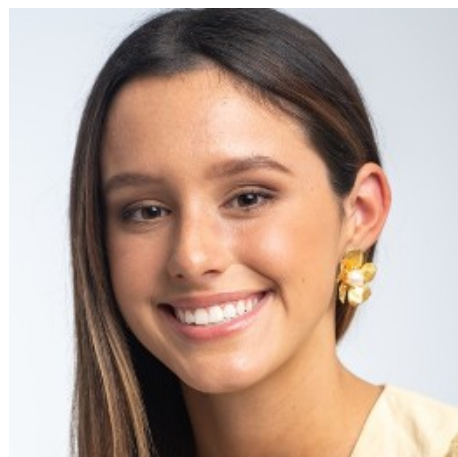
- Cum Laude 2021
 - Service Hour Award 2021
 - Deans List Spring 2023
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ACTIVITIES AND HONORS

- ICSC foundation
 - CCIM institute
 - American Marketing Association (AMA)
 - Kappa Delta
 - Reformed University Fellowship
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RELEVANT COURSEWORK

Fundamentals of Management Information Systems (MIS 200), Marketing (MKT 300), Business Communication (GBA 300)



CONTACT

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SKILLS

- Database Management
 - Excel
 - PowerPoint
 - Social Media Digital Marketing
 - Customer Demographics
 - Office Management
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WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/oliviafruge