

# Victoria Shore

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## EDUCATION

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### **Bachelor of Science in Commerce and Business Administration**, December 2021

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

Major: Finance, Minor: Real Estate

## WORK EXPERIENCE

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### **SHIPT**, *Tuscaloosa, AL Metro*

*Personal Shopper*, March 2020 – Present

- Proved excellent time management and communication skills
- Earned an overall rating of 4.9/5 with an on-time percentage of 96%

### **Meyer Vacation Rentals - SH Enterprises**, *Gulf Shores, AL*

*Accounting Intern*, May 2021 – August 2021

- Worked with all departments to ensure guests were charged correctly for their stay
- Created multiple reports to ensure reservation balances were disbursed correctly to all parties
- Processed payments daily for all guests, averaging 600+ per week
- Assisted with the maintenance and cohesiveness of property information in multiple databases

### **Ladies First Tuscaloosa Gynecology**, *Tuscaloosa, AL*

*Administrative Assistant*, October 2020 – April 2021

- Scheduled appointments and maintained the appointment calendar
- Communicated all incoming faxes and emails to the appropriate party
- Verified patient data and insurance is updated to ensure accurate billing

### **Gen-X Diagnostics**, *Locations around Alabama and Mississippi*

*Customer Sales Representative*, November 2018 – December 2020

- Assisted in restructuring and streamlining paperwork and online forms
- Adjusted sales pitch based on market research

## LEADERSHIP

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### **Outdoor Adventures Club**, *The University of Alabama*, Tuscaloosa, AL

*Treasurer*, Fall 2020 – Spring 2021

- Developed creative solutions to regulations in place due to the COVID-19 pandemic
- Maintained financial records and allocated money as needed

### **CHAARG**, *The University of Alabama*, Tuscaloosa, AL

*Membership Committee*, Fall 2018 – Spring 2019, Fall 2020

- Worked with other members to strategically plan the recruitment of new members

*Social Committee*, Fall 2019 – Spring 2020

- Helped to plan and coordinate social events of 50+ people

### **Financial Planning Association**, *The University of Alabama*, Tuscaloosa, AL

*Secretary*, Fall 2018 – Spring 2019

- Attended the SOURCE Officer Academy in August 2018 to improve leadership skills
- Informed members of events by sending emails, speaking at meetings, and attending recruiting events

## INVOLVEMENT

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Alabama Finance Association (Spring 2020 – Present)

Culverhouse Real Estate Society (Spring 2020 – Present)

Financial Planning Association (Spring 2018 – Present)

Outdoor Adventures Club (Spring 2016 – Present)

CHAARG (Fall 2017 – Spring 2020)

Culverhouse LIFT (Spring 2020)

## SKILLS & QUALIFICATIONS

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Microsoft Office Suite; QuickBooks; MailChimp; eClinicalWorks; Sage 100; SharePoint; Streamline; Breezeway