

Summary of Qualifications

- Strong communication, presentation, and time management skills
- Solid leadership, teamwork, and project management capabilities
- Proficient in Microsoft programs: Word, Excel, and PowerPoint

Education

Bachelor of Science	August 2013
University of North Texas	Denton, TX
Double Major: Hospitality Management/Digital Retailing	GPA: 3.62
	Major GPA:

Employment History

University of North Texas	Denton, TX
Teaching Assistant	January 2012 – Present
<ul style="list-style-type: none">• Assisted in the planning and preparations for classes and students in Food Prep courses. Helped to grade papers, work with students, purchase items for class, etc.	
Event Planning Intern	April 2012 – Present
<ul style="list-style-type: none">• Assisted in making arrangements for a week long trip to educate executives on digital retailing.	
Four Seasons Resort and Club Dallas	Irving, TX
Prep. Cook	May 2012
<ul style="list-style-type: none">• Spent a week as part of a food services team that worked to prepare raw food items for the premier chefs during the Byron Nelson golf tournament. Served professional golfers and attendees.	
FTS International	Cisco, TX
Legal Clerk	June 2010 – December 2011
<ul style="list-style-type: none">• Gathered, scanned, and organized confidential legal documents. Assisted a company lawyer in day-to-day business.	June 2010 – August 2010
Accounts Payable Processor	December 2010 – January 2011
<ul style="list-style-type: none">• Worked in accounts payable organizing files, entering data, dealing with vendors, and reconciling accounts.	December 2011 – January 2012
Travel Intern	May 2011 – August 2011
<ul style="list-style-type: none">• Booked hotels, flights, and car rentals for a large company staff in dozens of cities. Created accounts and spreadsheets for many of the hotels and vendors in the travel department.	

Student Organizations

CMHT Ambassadors (President)	August 2010-Present
<ul style="list-style-type: none">• Led all coordinating efforts for organization activities and stayed in constant communication with our faculty advisor. Led and planned every meeting and worked closely with the secretary to maintain organization communication tools.	