**First and Last Name**

Phone Number | Professional Email | LinkedIn URL

**EDUCATION**

**Bachelor of Business Administration** May 2023

*Stetson University, DeLand, FL*

Major: **Management**

Overall GPA: **3.50 |** Major GPA: **3.74**

**Relevant Course Project:**

“Employee Participation in Decision Making and Its Impact on Productivity” Aug 2021 - Dec 2021

* Created project idea and surveyed 50+ employees from different organizations in Volusia County
* Created project idea and surveyed data, ran analyses, and presented findings in Strategic Management course

**PROFESSIONAL EXPERIENCE**

**Regulation and Rates Intern** June 2021 - Aug 2021

Florida Energy, *Tampa, FL*

* Created Excel sheet to be used in conjunction with real-time pricing schedules
* Analyzed charts and information for Board of Directors presentation to multiple constituents

**Management Intern** June 2020 - Aug 2020

Merrill Lynch, *Tampa, FL*

* Prepared materials for client meetings, including stock research and diversification data
* Researched potential customers and designed detailed Excel spreadsheets for Client Advisors

**CAMPUS AND COMMUNITY INVOLVEMENT**

**Assistant Treasurer** March 2021 - Present

Delta Delta Delta,*Stetson University****,*** *DeLand, FL*

* Set fundraising goals and a manage a budget of $5,000 for the organization
* Collect dues from all members and deposit funds into appropriate accounts
* Engage in community service through participation in events and outreach efforts

**Student Assistant**Jan 2020 - May 2020

Student Financial Planning, *Stetson University,**DeLand, FL*

* Responded to questions from prospective students and directed to appropriate resources as needed
* Monitored front desk, answered phone calls, and checked in students for appointments
* Assisted supervisor with assembling financial aid packages for students

**Gold Scout Award** Nov 2018

Girl Scouts of America,*Tampa, FL*

* Raised funds for and coordinated building of new playground for children with disabilities
* Developed leadership skills through proactively managing groups of volunteer builders

**SKILLS**

**Computer:** Intermediate Level in Python; Microsoft Excel, Access

**Language**: Fluent in Spanish and French dialects