

EDUCATION

Geneva College, Beaver Falls, PA
Bachelor of Science in Business Administration
Concentration: Business Management
Minor: Psychology
Overall GPA: 3.95/4.0
Dean's List: 7/7 semesters

Expected Graduation: May 2020

PROFESSIONAL EXPERIENCE

Geneva College, Beaver Falls, PA

- Engineering Department Office Intern 12/2 – Present
 - Performed office tasks such as making copies and answering phone calls
 - Updated Excel spreadsheets
- New Song member and social media coordinator 2/19 – Present
 - Completed a four-week summer tour of the Midwest with the New Song choir
 - Played piano accompaniment for the choir while on tour
 - Coordinated the Instagram and Facebook pages for New Song
- Student Ambassador and Receptionist in Geneva College Admissions Office 8/17 – 5/19
 - Provided campus tours to visiting families and hosted prospective students overnight
 - Assisted in open house days by giving tours and providing information and directions
 - Submitted data entries and organized files, prepared mailers and visitor packets
- Peer Tutor 8/18 – 12/18
 - Tutored 2 peers for seven hours each in management and economic business classes
- Summer Intern in Geneva College Crossroads Office 6/18 – 8/18
 - Accumulated over 165.5 hours throughout the summer
 - Participated in a weeklong trip to Philadelphia and Washington D.C. with 5 international students from Shanghai

HONORS & AWARDS

Completed the Academic Partners Honors Research Program, Geneva College Expected 8/19 – 5/20
Member in Geneva College's chapter of the following honors societies: Delta Mu Delta, Psi Chi 10/18 – Present
Completed the First Year Honors Program, Geneva College 8/16 – 5/17

PROFESSIONAL DEVELOPMENT

Geneva College, Beaver Falls, PA

- Served in Clarkston, GA, working with Friends of Refugees over Spring Break Expected 3/20
- Honors Council Member 8/17 – Present
 - Organized and ran 3-4 events each semester for current and past honors students.
 - Hosted events such as a murder mystery dinner, open-mic nights, board game nights, and movie nights
- Big Brothers Big Sisters 8/17 – Present
 - Invested two hours every week mentoring a 6-year-old "little sister" for 5 semesters
- Diversity and Inclusion student leader in Center for Student Engagement 5/19 – Present
 - Organized and assisted in putting on 3-4 events per semester for the campus to raise awareness for minority groups
 - Hosted events included a multicultural picnic, cultural cooking classes, and a driving tour of historic homes involved in the Underground Railroad
- Global Engagement student leader in Center for Student Engagement 8/18 – 5/19
 - Organized a global engagement presentation for the college which included two exhibits and 2 speakers
- Participated in a two-week study abroad program in Germany and Austria 5/18
- Captained an intramural ultimate frisbee team 3/18 – 5/18
- Served in Memphis, TN, working with refugees and urban schools over Spring Break 3/18