EDUCATION

**Eastern Michigan University**- Ypsilanti, Michigan

Bachelor of Science, Journalism, International Affairs, anticipated: April 2013: 3.83/4.0 GPA

**Grandville High School-** Grandville, Michigan

High School Diploma, May 2009: 3.992/4.0 GPA

WORK EXPERIENCE

**Cashier,** Costco, May 2012-Present

* Create welcoming and engaging environment to members
* Manage the register and process payments
* Maintain a clean working environment
* Assist in merchandising, unloading and reloading of items and other departments

**Office Manager,** Eastern Michigan University, August 2011-April 2012

* Prepare and implement a plan for freshman move-in
* Prepare the front desk, including the hiring and training of office assistants to work the desk
* Manage the keys and occupancy for 600 residents, including completing weekly reports on the building
* Document and hold disciplinary meetings with office assistants

**Resident Advisor,** Eastern Michigan University, September 2010-August 2011

* Provide customer service, structure, and security to the residents
* Complete service hours at the front desk and at the Student Success Office
* Conflict resolution
* Host and advertise programs and events

**Office Assistant**, Eastern Michigan University, September 2009- August 2011

* Create a friendly and inviting environment for residence hall
* Help maintain organization and order at the front desk
* Provide residents with resources, such as vacuums, games, packages, etc.
* Provide directions and knowledge about Eastern Michigan University
* Assist the Office Manager with key audits, occupancy reports, and other tasks

CAMPUS INVOLVEMENT

**Delta Sigma Phi fraternity**, Historian, Community Service Co-Chair January 2010-April 2010, President January 2011-January 2012

**LeaderShape,** weeklong leadership retreat that focuses on leading with integrity, vision building, and character-building

**Emerging Leader Series,** facilitator working with the Student Leadership Coordinator of Campus Life to facilitate an eight-week long series on leadership development with college students

REFERENCES

**Katie Musick:** former employer (616) 648-7141

**Madison Chuhran:** former employer (586) 601-4118