

STUDENT R. MANAGER

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Camp Hill, PA 17011
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Objective

Seeking a full-time position in the Business Management field

Summary of Qualifications

- Ten years of excellent customer service and positive interactions with colleagues
- Extensive background in all Microsoft Office XP and Vista programs; including Word, Excel, Access, PowerPoint, Project, Publisher, and Outlook
- Knowledge of Database Management Systems, specifically using SQL commands in Oracle
- Quick learner and dedicated; easily trained to perform new tasks and advanced responsibilities

Education

- Pennsylvania State University, Capital College, Middletown, PA
Bachelor of Science in Management, May 20XX, 3.79 GPA
- Harrisburg Area Community College, Harrisburg, PA
Associate of Arts in Business Administration, December 20XX, 3.36 GPA

Course Work

- Project Management
- Operations Management
- Information Systems Management
- Human Resource Management
- Labor Management
- Finance Management

Work Experience

- **Internship**, May 20XX - Present, Donegal Mutual Insurance Group, Marietta, PA
 - Worked with a Project Management Consultant in the Information Systems Department
 - Assignments included monitoring two ongoing projects: implementation of a new software program for electronically storing insurance claims and conversion of a Maryland branch office to Donegal's mainframe
 - Attended team meetings, composed project status reports, outlined details for steering committee agendas, drafted and reviewed risk assessment documentation, and performed web research when needed
- **Supervisor and Bartender**, August 20XX-Present, Gullifty's Restaurant, Camp Hill, PA
 - Developed long-term customer relationships, accountable for shift's cash drawer, assist front and back-of-house co-workers when needed, authorized to discount checks and perform voids
- **Shift Manager and Bartender**, May 20XX - June 20XX, Cowboys Stadium Sports Bar and Grill, Irving, TX
 - Responsible for collecting and accounting for all of evening's monies, communicated with customers about dining experience, and assisted in weekly beverage ordering

Honors/Awards

- Business National Scholars Honor Society, Inducted January 20XX
- Dean's List, Penn State Harrisburg and Harrisburg Area Community College

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