

## Education

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<b>Illinois State University</b>	Normal, IL
<i>Major: Management</i>	May 2022
<i>Cumulative GPA: 3.2/4.0</i>	

## Work Experience

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<b>W.W. Grainger Inc.</b>	Lake Forest, IL
<i>Procurement Operations Specialist Intern</i>	May 2019-August 2019

- Led CLM process improvement project to eliminate challenges and increase efficiency and effectiveness of business processes
- Created a detailed timeline, program plan, and 4 high level process maps to establish priorities, ensure completion, and to achieve results
- Conducted 15 team member interviews to gather information and stakeholder collaboration
- Provided operation performance report analysis to senior management team

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<i>Procurement Operations Specialist Intern</i>	June 2018-January 2019
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- Collaborated closely with cross-functional teams to increase productivity and quality in order to meet the ever-changing needs of customers
- Resolved supplier/product related challenges, as well as invoicing and receiving discrepancies

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<b>Antioch Pizza</b>	Antioch, IL
<i>Shift Leader</i>	April 2015-June 2018

- Delegated daily task among 14 team members to proficiently generate productivity
- Monitored the restaurant while assisting with questions about difficult orders, maintaining a clean work environment, and following opening and closing procedures

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<i>Cashier</i>	
▪ Provided exceptional customer service in an efficient and courteous manner and handled financial transactions with accuracy	
▪ Developed communication skills while providing professional phone etiquette	

## Leadership and Extracurricular Activities

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<b>Alpha Kappa Psi</b>	Normal, IL
<i>Warden</i>	May 2019- Present

- Assist in scheduling times and rooms for meetings and events throughout the year
- Compose accurate and precise documentation of each meeting and event

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<i>Pledge Class Secretary</i>	February 2019- May 2019
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- Encouraged constant communication among pledge members to guarantee team collaboration
- Developed a pledge class business in which all proceeds were donated to autism awareness
- Designed customizable stickers and labels for events, organizations, and local businesses

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<b>Sports Business Society</b>	Normal, IL
<i>Secretary</i>	August 2019- Present

- Arrange times and rooms for meetings and special events throughout the year
- Record attendance for 30 members and accurate notes from each meeting

## Community Service

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<b>Illinois State University Notetaker, Normal, IL</b>	January 2019-Present
<b>Adopt-A-Street, Normal IL</b>	February 2019-Present