

Rita Allen

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Objective

Undergraduate student seeking a full-time internship in the business industry. Proficiency in communication and collaboration will help me succeed in this industry

Education

Bachelor of Science in Economics

Kenosha, Wisconsin

University of Wisconsin – Parkside

Expected Graduation Date May 20xx

- Minor in Business Management
- GPA: 4.0

Experience

Sales Associate

Racine, Wisconsin

Five Below

July 20xx – Present

- Assisted customers with a variety of questions to get them the accurate items
- Stocked items effectively, so customers can easily access them
- Provided effective customer service, increasing sales by 15%

Waiter

Kenosha, Wisconsin

Olive Garden

May 20xx – December 20xx

- Greeted customers in a friendly matter to make them feel customer during their meal
- Explained items on the menu in detailed to customers so they can have a meal preferable to them
- Maintained a 5.0 rating every week
- Contributed to hiring 3 new waiters and increased retention rate by 5%

Sales Associate

Kenosha, Wisconsin

Walgreen

January 20xxx – May 20xx

- Consistently checked inventory and told manager when low on a product
- Checked out over 100 customers per shift
- Cleaned show effectively so customers have a safe shopping experience
- Suggested new improvements to the store; 3 suggestions became store policy

Campus Involvement

Secretary

Economics Club

September 20xx - Present

Member

Latinos Unidos

February 20xx – Present