

Michelle Adams

5774 Edenburg Drive
Evansville, IN 47714

madams@mail.usi.edu
(812) 477-4289

OBJECTIVE: Business management position in the Resort Hotel Industry

SKILLS PROFILE: Exceptional interpersonal skills, energetic, and dedicated
Self-motivated worker committed to getting the job done
Proven leadership abilities, problem resolution, and stress management abilities
Proficient in Microsoft Word, Excel, PowerPoint, and Access
Six years school based learning of the Spanish language

EDUCATION: **Candidate for Bachelor of Art in Business Administration** **May 2010**
UNIVERSITY OF SOUTHERN INDIANA, Evansville, IN
AACSB Accredited College of Business
Cumulative GPA 3.97/4.00

Leadership Activities: **Student Ambassador Organization, President** 2008 – 2010: coordinated/organized meetings, managed 60+ members, completed all managerial paperwork, planned/executed fundraisers and social activities, and performed campus and housing tours

Vice-President of Admission Events 2008 – 2010: organized and directed “Southern Hospitality Days” (prospective student visitation open houses), created individual ambassador schedules, adapted quickly to guest needs and requests, installed signage, guided vans and buses to housing destinations, assisted admission counselors in recruiting new students, and performed 16 successful events over the course of two years

*Scholastic
Achievement:*

Full scholarship to attend college/Dean’s List every semester/Honors Program
Beta Gamma Sigma (Honorary Business Society)
Alpha Chi (Top 10% of junior/senior class)
National Dean’s List Member

EXPERIENCE: **Retail and Business Management Internship** **Summer 2009**
Walgreens, Crown Point, IN (44 hours a week)

- Worked one-on-one with store manager and executive assistant manager (mentors)
- Supervised associates, handled customer requests
- Accountable for \$4,000 in the in-house safe on daily basis
- Completed daily cash and operation reports, performed cashier and refund procedures
- Monitored vendors, maintained inventory levels, and unloaded bi-weekly truck deliveries
- Participated in yearly inventory count process and created attractive marketing displays

Sales and Marketing Department/Executive Offices Internship **Summer 2008**
Radisson Hotel at Star Plaza, Merrillville, IN (35 hours a week)

- Greeted/escorted guests to meetings/seminars
- Assembled field reports/competitor research reports
- Assisted with the hotel’s yearly Sales Audit
- Observed marketing strategies/sales process techniques
- Participated in “Holiday Sales Blitz” and group sales/catering appointments