**Archibald Eagle**

8600 University Blvd. archie.eagle@usi.edu (812) 464-1865

Evansville, IN 47712 linkedin.com/in/archibaldeagle/

**EDUCATION: Bachelor of Arts in Business Administration Expected: May 2023** University of Southern Indiana, Evansville, IN GPA: 3.5 AACSB Accredited Romain College of Business

*Relevant Coursework:* Business Finance

Elementary Statistics Principles of Management Business Communication Principles of Marketing

# EXPERIENCE: Retail and Business Management Internship Summer 2021

Walgreens, Evansville, IN

* Worked one-on-one with store manager on daily tasks
* Supervised associates and handled customer requests
* Completed daily cash and operation reports, performed cashier work duties and performed refunds
* Participated in the inventory count process and created attractive marketing displays

# Sales and Marketing Internship January 2021 – May 2021

Eagle Hotel, Evansville, IN

* Greeted, escorted guests to meetings/seminars
* Assembled field reports and competitor research reports
* Assisted with the yearly sales audit
* Participated in “Holiday Sales Blitz” and group sales/catering appointments
* Collaborated with marketing department on future marketing plan and displays

**KEY SKILLS:** Excellent written and verbal communication skills

Proficient in Microsoft Office and computing systems Teamwork and collaboration