**Archibald Eagle**

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**EDUCATION:** University of Southern Indiana Evansville, IN Bachelor of Science in Management GPA: 3.5 Romain College of Business, AACSB Accredited

*Relevant Coursework:* Principles of Management

Business Finance Business Communication

Training and Development

# EXPERIENCE: Retail and Business Management Internship Summer 2021

Walgreens Evansville, IN

* Assisted with revisions of new 100-page employee training manual
* Supervised associates and handled customer requests
* Completed daily cash and operation reports, performed cashier work duties and performed refunds
* Scheduled staff training for 37 new employees

# Resident Assistant January 2021 – May 2021

USI Housing and Resident Life Evansville, IN

* Supervise 35 residents
* Educate residents on campus policies and regulations
* Attend scheduled on-on-one meetings with Hall Director
* Participate in weekly staff meetings
* Design and implement two monthly development experiences for residents

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

Proficient in Microsoft Office and computing systems Teamwork and collaboration