

Maleficent Faery

(666)-222-5555

MistressOfEvil@gmail.com

www.linkedin.com/in/Evil

QUALIFICATIONS

Proficiency in Microsoft Office Suite	Bilingual in Spanish	Superb organization
Effective communication	Detail-oriented	Building relationships
Inclusive collaborator	Critical and analytical thinking	Taking initiative

EDUCATION

Northern Arizona University
Bachelor of Science in Business Administration

Flagstaff, AZ
December 2022

Major: Management

Minor: Psychology

Estrella Mountain Community College
Associate Degree in General Business

Avondale, AZ
May 2020

MANAGEMENT INTERNSHIP

Management Trainee Intern

May - August 2022

Enterprise

Goodyear, AZ

- Organized reservation system to maintain fleet availability & shift business demands as needed.
- Met with assistant & branch manager bi-weekly to receive feedback & implement strategies.
- Offered & performed a variety of sales transactions related to protection options.
- Built & fostered diverse relationships with neighboring enterprise stores, dealerships, & body shops.
- Greeted customers with an engaging attitude & was consistently prepared to provide legendary service to all.

WORK EXPERIENCE

Career Development Intern

January 2022 – May 2023

NAU-W.A. Franke College of Business Career Development Office

Flagstaff, AZ

- Lead organizer in creating & promoting impactful social media material towards diversity, equity, inclusion, & accessibility awareness with resources disseminated to the diverse student population & affiliates.
- Represented the FCB-CDO in interactions across campus & in the local community with students, staff, & faculty.
- Coached one-on-one with students to offer advice, discuss CDO resources, set & manage appointments, & assist them in their job search.
- Created digital content through Canva, updated, & promoted the Career Development Office's services & social media platforms.

Transfer Peer Mentor

August 2021 – December 2022

NAU-Transfer and Online Connections

Flagstaff, AZ

- Mentored 50+ transfer students transitioning to NAU & Flagstaff through monthly meetings per semester.
- Utilized Zoom & MS Teams to meet with students of diverse demographics in addition to in person meetings.
- FERPA trained to maintain confidential student files & databases using Salesforce.
- Interviewed, supervised, lead, trained, and coached new employees to ensure policies & resources are enforced appropriately.
- Lead & participated in committees to organize events, weekly staff meetings, & complete administrative duties.

Respite and Habilitation Provider

February 2016 – Present

Ideal Care LLC

Phoenix, AZ

- Accurately complete record of care before deadlines & maintain client documentation.
- Assist clients managing daily needs including cleaning, daily exercise, & personal hygiene care.
- Cooperate with clients & families to design meal plans, set up rehabilitation goals, & provide leadership for long-term success plans.

PUBLICATION

Guest Podcaster

October 18, 2021

NAU-Transfer and Online Connections

Flagstaff, AZ

- Discussed the challenges associated with being a transfer student including how to find your place at a new school, & making it feel like home.

AWARDS & RECOGNITION

NAU-Jacks Transfer Award 2020	NAU-W.A. Franke Scholars 2021	NAU-Outstanding Spring 2022 Mentor
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Louise Lumberjack

(928) 123-4567 | LadyLumberjack@nau.edu | LinkedIn | Flagstaff, AZ

Professional Qualifications

- Strong proficiency in Arabic language
- Excellent written and oral communication skills
- Forward thinker with ability to work through unprecedented challenges
- Ability to organize and execute events and projects from start to finish
- Detail-oriented and able to identify and correct mistakes efficiently
- Fosters teamwork by including group members in the brainstorming process

Education

Northern Arizona University, The W.A. Franke College of Business
Flagstaff, AZ *NAU Honors College student, summa cum laude graduate*
GPA 4.0

Master of Science in Business Administration: Applied Management
Bachelor of Science in Business Administration: Management, Arabic minor

May 2023

May 2022

Professional Experience

Assistant Shift Manager

November 2015-Present

Coco's Bakery and Restaurant
Flagstaff, AZ

- Promoted to Assistant Shift Manager based on a strong work ethic and customer service skills
- Prioritize and balance multiple tasks at once to ensure a satisfying guest experience and seamless business operations
- Update the financial database and prepare deposits each night
- Train new hires in cross-functional stations including customer service, cashier, and to-go orders

On-Air Radio Host

September 2021-January 2022

KJACK Radio, 107.1 FM
Flagstaff, AZ

- Utilize active learning skills to adopt a new set of knowledge regarding live radio stations
- Conceptualized and brought to life Candid College Kids, a live radio show hosted every Tuesday from 4-5 pm
- Form script, music log, and recording of the show every week
- Establish and maintain strong relationships with radio guests weekly

Senator W.A. Franke College of Business

May 2019 – May 2020

Associated Students of Northern Arizona University
Flagstaff, AZ

- Elected by undergraduate student body to represent student insight and opinions for the College of Business
- Facilitated the success of 25 different student clubs by formulating bills for club reimbursement
- Discussed, debated, and voted on new student fees and reimbursement for all NAU clubs
- Collaborated with the Dean to plan, manage, and execute college-wide student events to completion

Administrative Specialist

July-October 2019

Health and Human Resources Department of Coconino County
Flagstaff, AZ

- Organized and recorded the data of 100+ families enrolled in the Healthy Families program
- Collaborated with coworkers to develop spreadsheets and find solutions to problems as they arose
- Utilized strong attention to detail to analyze data for mistakes, areas for improvement, and made important corrections

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Research and Project Experience

Candidate for Student Body President

February-March 2021

Northern Arizona University
Flagstaff, AZ

- Invited among a group of four to run for Student Body President
- Reached out to the NAU community, and spoke face-to-face to over 2,000 students to express my goals and objectives to carry out during my presidency

Presenter UGRADS Symposium

April 2019

Northern Arizona University
Flagstaff, AZ

- Collaborated with peers to write a research paper titled "From Childhood Adversity to Emotional Competency" and designed a supporting poster to present to students, professors, and community members

Intern and Researcher

February-May 2018

Ministry of Health

Amman, Jordan

- Conducted interviews and analyzed blood test results of patients with PKU disease to determine the best treatment
- Wrote a blog and formally presented research to the local school and community

Awards

- Outstanding Senior in Management
Awarded to one business student, nominated by professors
April 2022
- Outstanding Arabic Minor Graduate
April 2022
- Phi Kappa Phi Outstanding Honors Student Award
April 2022
- NAU Lumberjack Scholarship
May 2018-present
- Dean's List
August 2018-present
- NAU Academic Achievement Award
Awarded to the top 10% of NAU Student Body
August 2019-present
- Sherri Craddock Slayton Scholarship
August 2021
- O'Bannon Anaya and Company Scholarship
August 2021
- Charles and Ellie Meister Award
Awarded for extraordinary service and commitment to the continued success of the Honors College and its students.
April 2021
- Neil V Christensen Memorial Scholarship
August 2020
- Kenneth Coor Memorial Scholarship
August 2020
- Management Area Scholarship
August 2020
- Value and Purpose Award
Awarded for the continual drive in supporting the mission of the organization (ASNAU) and for representing her constituents with passion
April 2020