

Melanie Blue

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Campus Address
125 West Wisconsin Avenue
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Permanent Address
123 Main Street, Unit A
Chicago, IL 23456

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI May 2022
Bachelor of Science in Business Administration GPA: 3.2 / 4.0
Majors: **Accounting and Finance**

Skills: Fluent in Spanish, MarqIT (fundraising and donor management software)

RELATED EXPERIENCE

Student Recruiter September 2018 – Present
MARQUETTE UNIVERSITY ADVANCEMENT, Milwaukee, WI

- Accurately document donations in MarqIT alumni database.
- Selected by supervisor to compile donation totals at the end of each shift.
- Utilize listening and phone communication skills while calling alumni and friends to request donations to the College of Business Administration.
- Efforts helped raise over \$135,000 in scholarship funds during “blitz week.”

Lead Cashier May 2018 – August 2018
WINDMILL ICE CREAM SHOPPE, Chicago, IL

- Developed weekly work schedule for 8 cashier staff. Adjusted standard shift times to maintain customer service levels and reduce payroll costs by 12 hours per week.
- Trained 3 new associates to take orders and document inventory.
- Provided excellent customer service in a friendly and fast-paced environment.

Lifeguard & Cashier May – August 2016, 2017
CHICAGO PARK DISTRICT, WASHINGTON POOL, Chicago, IL

- Supervised and monitored community swimming pool.
- Took orders and served customers quickly during busy meal times.
- Interacted with patrons, enforcing pool rules in a courteous manner.

ACTIVITIES

Second Floor Representative September 2017 – May 2018
STRAZ TOWER RESIDENCE HALL, Marquette University

- Represent 150 residents at Residence Hall Council.
- Recruited residents to serve as guides and candy stops for local children visiting hall through HALLOWEEN program. Reached goal of 40% resident participation.

Math Tutor September 2017 – December 2017
ST. ROSE’S ELEMENTARY SCHOOL, Milwaukee, WI

HONORS

College of Business Administration Scholarship (awarded for academic achievement)
Rotary District Scholarship (awarded for academic achievement and community involvement)