CELESTE R. BROOKS

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EDUCATION

The Pennsylvania State University, *Smeal College of Business* **University Park, PA**
Bachelor of Science: Supply Chain Graduation: May 2018
Focus in Finance and International Business **GPA: 3.4/4.0**

The Institute for the International Education of Student **Barcelona, Spain**
Spring 2017

WORK EXPERIENCE

Indigo Bleu Boutique **York, PA**
Procurement/Buying Intern **May 2016 – August 2017**

- Maintained supply inventory levels on clothing, shoes, and jewelry
- Consulted with 150 designers at professional vender shows in NYC, DC, and Atlanta
- Coordinated existing and new vendors for inventory updates, prevented discrepancies, and negotiated account terms
- Ensured that merchandise was kept up to date with latest style trends

MXO Pulse Social Media App **San Diego, CA**
Financial Officer Intern **August 2015 – May 2016**

- Created digital spreadsheets of investments, cost, and revenue
- Forecasted future profits through user usage and advertisement
- Maximized return on invested funds by identifying new investment opportunities
- Reduced cost by 45% by outsourcing the work

Ski Roundtop Mountain Resort **Lewisberry, PA**
Junior Lesson Coordinator **December 2014 – January 2016**

- Organized ski school lessons according to ability
- Ensured quality skilled lessons while maintaining a fun learning experience
- Provided individual attention to students increasing their skiing proficiency
- Succeeded in customer satisfaction from ski school instructor request and surveys

White Rose Bar and Grill **York, PA**
Server **May 2013 – August 2015**

- Handled financial transactions and calculation of total sales volume after each shift
- Assisted management with catering events, handling all cutlery displays and food items
- Provided customers with a pleasant dining experience and quality service
- Ensured cleanliness of dining and kitchen areas

LEADERSHIP

Active Member of the Epsilon Sigma Alpha Service Organization **Fall 2014 – Present**

- Philanthropy Event Coordinator
  - Communicated with St. Jude's to organize funds
  - Planned with participating clubs and organizations to coordinate events
  - Consulted with treasurer to implement a budget for future semesters
- THON Committee Member
  - Raised over $200,000 over two years collectively
  - Participated in all canning events 8/8 and fundraising activities

VOLUNTEER WORK

- **Life Link**: Working with young adults with special-needs, teaching them everyday skills such as manners and social skills and working on homework and readings
- **Habitat for Humanity**: Built houses for low income and underprivileged families
- **Rules and Regulations THON Committee Member**: Facilitated organization and compliance to create a safe environment for student, volunteers and families

SKILLS

Computer Skills: Excel, Illustrator, Access
Language Skills: Proficiency in Spanish