Makayla Moses

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EDUCATION

The Pennsylvania State University, *Smeal College of Business* **University Park, PA**
Bachelor of Science in Finance **Expected Graduation: May 2019**
Concentration: Real Estate Cumulative GPA: 3.79
Dean's List: 4/4 semesters

RELEVANT WORK EXPERIENCE

Advanced GeoServices Corp. **West Chester, PA**
Clerical Assistant **September 2014-August 2017**

- Prepared, collated, and submitted environmental project reports
- Converted project proposals, validation reports, and invoice documents in database
- Prevented employees from editing information in project file folders by blocking them from certain security permissions
- Filed invoices, time sheets and expense sheets to ensure financial information is readily available

ADDITIONAL WORK EXPERIENCE

Victoria's Secret **Exton, PA**
Sales and Support Generalist **August 2015-March 2016**

- Organized daily inventory of new merchandise with efficiency and accuracy while greeting customers during peak sales hours
- Designed floor sets by using the brand guide to create fresh appearance for new and seasonal merchandise
- Placed and organized marketing to promote sales and display products
- Guided customers to correct merchandise in a sales driven environment
- Provided friendly environment for current and future customers

WaWa, Inc. **Exton, PA**
Customer Service Associate **September 2013-June 2014**

- Maintained and checked coding for food preparation
- Provided customer service in a fast-paced environment in a timely manner
- Prepared fast and accurate meals in an assembly line in teams of 4
- Greeted and created a positive environment for customers while processing their purchases

INVOLVEMENT

Real Estate Boot Camp **University Park, PA**
Institute for Real Estate Studies **August 2017-Present**

- Certification in ARGUS software
- Participate in panel discussions, mock interviews and networking events
- Travel to real estate sites

VOLUNTEER WORK

Camp Manatawny **Douglasville, PA**
Camp Counselor (seasonal) **June 2015-Present**

- Volunteer for weeks at a time each summer
- Supervise and plan activities for children in grades 7-12
- Lead groups of around 20 throughout week and compete in team competitions

Hopewell United Methodist Church **Buckhannon, WV**
Mission Trip Participant **July 2013**

- Traveled to West Virginia for 1 week with a group of around 40
- Split up into teams of about 7
- Improved living conditions by helping fix up houses

RELEVANT COURSE PROJECTS

Corporation Finance (FIN 301) **Spring 2017**

- Created a group presentation researching a company's financial statements ratios, debt, success factors and structure

Principles of Marketing (MKTG 301) **Spring 2017**

- Collaborated in groups of 6 throughout entire semester completing various worksheets on a company in order to complete a 35-page final marketing plan
- Met each deadline ahead of schedule

Effective Speech (CAS 100) **Fall 2016**

- Presented various speeches throughout the semester including persuasive and informative