

CAROLINE PEDRO

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OBJECTIVE

To obtain an internship for the summer of 2014.

EDUCATION

Bachelor of Science in Business Economics
Northwest Missouri State University, Maryville, MO

December 2014
Cumulative GPA 3.53/4.0

EXPERIENCE

Office Staff/Caterer at Pedro Catering-| Charter Oak, FL March 2007 – Present

- Perform secretarial duties such as answering phones, paying bills, issuing/depositing checks, and handling finances
- Serve food and beverage to groups of up to 2,000 people
- Developing the ability to operate a small business through both finances and operations

Cashier/Cook at Louie's Quik Stop | Charter Oak, FL July 2012 – Present

- Monitor purchases made throughout the day while working unsupervised
- Handle and deposit up to \$1,250 daily
- Prepare food orders for customers
- Strengthening communication skills through constant interaction with patrons

Lifeguard at Charter Oak Public Pool-Charter Oak, FL May 2009 – August 2011

- Monitored approximately 75 children and adults on any given day
- Handled admission fees/concessions and supervised other lifeguards when manager was not present
- Administered first aid when needed
- Obtained critical thinking skills and ability to maintain composure in time of crisis

COMPUTER SKILLS

- QuickBooks Pro, Microsoft (Word, Excel, Access, Power Point)
- Web pages, Internet Explorer, social media websites

HONORS AND ACTIVITIES

- Phi Eta Sigma Honor Society
- National Society of Collegiate Scholars Nominee
- Academic Honor Roll
- Distinguished Scholar
- Out of State Award