

Amanda Beaver

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EDUCATION

Pennsylvania State University – The Behrend College | Erie, PA

Bachelor of Science

Expected Graduation: May 2024

2021- Present

Major: Management Information Systems and Marketing

GPA: 3.21/4.0

Relevant Coursework: Introduction to Management Information Systems, Database Management, Python Programming, Website Design and Administration

Scholarships and Academic Awards: Dean's List 2021, Erie Insurance Group Leader Scholarship, Lawrence and Elizabeth Held Scholarship

Youngstown State University | Youngstown, OH

Bachelor of Science

2019- 2021

Major: Business Administration Management Information Systems

GPA: 3.80/4.0

Relevant Coursework: Business Application of Excel, Legal Environment of Business, Communication Foundations

Academic Awards: President's List 2019, Dean's List 2020-2021

WORK EXPERIENCE

Wegman's Food Market | Erie, PA

Old Fashion Sub Shop Worker

March 2019 - Present

- Help customers feel empowered by delivering quality customer service
- Practice high standards when cleaning dishes, surfaces, and food contact utensils in order to exceed health code requirements
- Build the correct number of subs to match the daily projections of sales
- Quickly assemble orders on time, striving for both accuracy and punctuality
- Make a difference in my community by donating to the United Way through the workplace

ORGANIZATIONS

Pennsylvania State University – The Behrend College | Erie, PA

Behrend Beacon

Fall 2021

- Research assigned topics with reliable sources
- Write articles about current events around the world
- Use correct grammar, sentence structure, and spelling

Delta Sigma Pi

Spring 2022- Present

- Attend regular meetings
- Attend professional seminars focused on personal, academic, and professional development
- Attend social events to network and develop social skills

VOLUNTEER WORK

Intercity Neighborhood Art House | Erie, PA

Teaching and Technology Volunteer

Summer 2022

- Designed flyers to advertise upcoming art classes
- Installed new tablets and tablet accessories to meet the needs of instructors
- Updated software on desktop and tablets regularly to ensure the devices were up to date
- Took pictures and videos inside the classes and during any project share and tells

RELATED COMPUTER LITERACY & SKILLS

- Spreadsheets: Excel and Google Sheets
- Data Software: Access, SQL, SPSS
- Web: HTML, CSS, and JavaScript
- Graphics: Photoshop, Canva, Lightroom, and Illustrator