

Temporary Address:
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State College, PA 16801

Ashleigh Bradley
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Permanent Address:
140 Northeast Lakeside Dr.
Medford, NJ 08055

EDUCATION

The Pennsylvania State University
Bachelor of Science in Supply Chain Management
Deans List: Fall 2011- Fall 2012

Smeal College Of Business
University Park, PA 16802
Class of 2015
GPA: 3.77/4.00

EXPERIENCES

Medford Lakes Country Club Medford Lakes, NJ	Waitress	<i>March 2010- August 2012</i>
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- Organized parties and functions according to managers specifications
- Communicated with wait staff and managers to ensure smooth operations
- Maintained a high customer service towards customers of various demographic groups
- Multitasked in pressure situations while waiting multiple tables
- Responsible for opening of restaurant and working shifts independently
- Mentored and trained new employees

ACTIVITIES

Penn State University

<i>Altria Leadership Development Program, Member</i>	<i>Fall 2012-Present</i>
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- Enhanced leadership skills while working with current Altria Employees
- Participated in team building activities to improve team working and communication skills

<i>Alpha Xi Delta Sorority, Composite Chair</i>	<i>Present</i>
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- Schedule composite photo times for all sorority members

<i>Women In Business, Member</i>	<i>Fall 2011- Present</i>
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- Attend meetings with other members monthly
- Network with companies through corporate events

<i>MISA, Web Team Member</i>	<i>Present</i>
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- Use Adobe Dreamweaver to create personal website

Shawnee High School

<i>Junior Renegades Field Hockey Team, Coach</i>	<i>Fall 2010</i>
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- Mentored my team during weekly practice and games

<i>Girls Basketball Team, Captain</i>	<i>Winter 2009, 2007</i>
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- Voted by teammates to represent our team during games

VOLUNTEER

<i>Autism Speaks</i>	<i>Fall 2012</i>
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- Assisted in the running of KICKS, a soccer tournament, whose proceeds go to Autism Speaks

<i>Penn State THON Rules & Regulations Committee, Member</i>	<i>Fall 2011-Spring 2012</i>
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- Helped to successfully run Penn States Dance Marathon, the largest student run philanthropy in the world
- Ran security along with my committee in the Bryce Jordan Center to allow THON to have a safe and secure environment

SKILLS

Great communication, organizational, and typing skills. Works well under pressure situations and has proficient skills in Microsoft Excel, Word, and PowerPoint