

Joe B. Mountaineer

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Permanent Address:

667 Capital Street
Charleston, WV 27655

Campus Address:

123 Pleasant Street
Morgantown, WV 26505

EDUCATION

West Virginia University, Morgantown, WV
Bachelor of Science in Business Administration
Major in Marketing; Minor in Communication Studies
GPA: 3.5/4.0
Accreditation: AACSB International

Expected: May 2019

EXPERIENCE

Gibbie's Pub and Eatery, Morgantown, WV
Shift Leader

August 2015–Present

- Cultivate a teamwork environment to support kitchen operations and provide reliable service
- Hire and train new servers
- Bridge the gap between customers and management in an effective and efficient manner

International Collegiate Travelers, Washington, DC
Marketing and Communications Intern

May 2016–August 2016

- Assisted the Executive Director in coronation of various meetings, conferences, and banquet functions
- Created and distributed of marketing information, including press releases to international clientele that helped increase sales by 30%
- Aided in the development and implementation of internship and study abroad programs between both Italian and American High schools

LEADERSHIP

Alpha Kappa Psi (Co-ed Professional Business Fraternity)
Vice President of Administration

September 2014–Present

- Developed outreach projects dedicated to philanthropic endeavors
- Administered monthly meetings using Robert's Rules of Order when president was absent

Treasurer

- Budgeted and allocated funds for different projects and events hosted by the organization

ACHIEVEMENTS

Dean's List

Fall 2015, Spring 2016

WV PROMISE Scholarship

Fall 2015–Present

SKILLS

Computer

- Proficient in the full Office Suite, Adobe Creative Suite, HTML, and Java

Language

- Fluent in German and Italian