

Audrey Harroun

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SUMMARY OF QUALIFICATIONS

- Advanced writing and communication skills
- Strong management and leadership background
- Solid organization and timeliness
- High self-motivation
- Very detail oriented
- Strong work ethic

EDUCATION - TEXAS STATE UNIVERSITY - SAN MARCOS, TEXAS

May 2016 - *Bachelor of Applied Sociology*

- GPA – 3.36
- Minor in Psychology
- Dean's List
- Member of Alpha Kappa Delta, The International Sociology Honor Society

WORK EXPERIENCE **May 2014 to present** - *Grins Restaurant - San Marcos, Texas* Manager - Trainer - Server - Cashier

- Supervise a team of servers
- Interview and train new employees
- Make decisions on behalf of the restaurant
- Manage money and Sales Inventory

March 2015 to May 2015 – *Texas State Calling Center – San Marcos, Texas* Call Dispatcher

- Provided Strategic enrollment and fundraising solutions

May 2013 to September 2013 – *Cain and Abel's – Austin, Texas* Server – Bartender

- Efficiently served 100+ clients daily focusing on 100% customer satisfaction
- Worked cohesively in a group setting to ensure the company operated at full capacity

June 2016 to present – *The Go Solution – Houston, Texas* Intern

- Efficiently complete assignments designated by the directors of the Human Resource department, Recruiting department, and the Sales department
- Work in a corporate environment where professionalism, effective communication, and diligence are necessary and enforced