

Madeline Divine

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EDUCATION

San Diego State University, *San Diego, CA* May 2020
Bachelor of Science in Business Administration; major in General Business GPA: 3.96

Murdoch University, *Murdoch, Western Australia, Australia* Study Abroad Spring 2019

WORK EXPERIENCE

Human Resources Intern, *New GateWay Solutions, Chula Vista, CA*

September 2018 – December 2018

- Improved department's efficiency by developing new organizational system
- Created documents and practices to facilitate onboarding procedures
- Ensured HR policies were being implemented and followed by employees
- Contacted potential candidates for scheduling interviews
- Sorted HR information and employee files

Shop Employee, *Coronado Cupcakery, San Diego, CA*

January 2018 – March 2018

- Developed relationships with local customers to facilitate sales
- Followed through on phone orders to ensure customers' satisfaction
- Operated store by myself including opening, closing and day shifts.
- Educated on daily operations of a small business; inventory management, accounting, sales, cleanliness

Activities Intern, *Marriott's Desert Spring Villas, Palm Desert, CA*

June 2017 – August 2017

- Marketed events to guests daily to increase guest participation
- Designed, presented, and implemented a profitable event to improve guest satisfaction
- Directed and developed rapport with hundreds of guests of all ages while leading activities

Accounting Clerk (seasonal), *Toscana Country Club, Indian Wells, CA*

June 2012 – August 2016

- Assisted with audit preparation by finding and organizing requested information
- Keyed financial budgets into club accounting software
- Inputted financial data into excel spreadsheets to be used in reports
- Copied, scanned, and organized reports for both online and physical storage

LEADERSHIP

Lead Organizer, *International Student Explorations, Murdoch University*

February 2019 – June 2019

- Led team of international students in planning, organizing, and running student sponsored events including trips to a nearby island and surrounding cities

Research Director, *Coachella Valley Healthy Vending*

April 2017 – August 2018

- Drove research for finding appropriate products to place in vending machines
- Managed communication with clients to enhance assortment and profitability

SKILLS AND HONORS

- Proficient in Microsoft Office Suite
- Dean's List, Spring and Fall of 2017 & 2018, San Diego State University