**Kaitlyn Hepworth**

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**27 Savo Lane, Staten Island, NY, 10305**

**OBJECTIVE** College student seeking entry level position with possibility of advancement

**EDUCATION**

**Bryant University,** Smithfield, RI

* Bachelor of Science in Business Administration May 2017
* Major: **Business Administration**
* Concentration: **Management**
* GPA: **2.3**

**Curtis High School- Staten Island, NY** June 2013

* International Baccalaureate
* Diploma
* **GPA: 3.8**
* **TRANSFERRABLE EXPERIENCE**

**Junior Statesmen of America**  2011-2012

* Attended controversial political debates
* Lead debates

**Bryant Idea**

* Worked over three consecutive days with peers to solve a problem January 20-22
* Made a tradeshow presentation to promote our idea

**WORK EXPERIENCE**

**Pacini’s Pizzeria** July-September 2012

* Answer phone calls
* Work the register
* Cook and cut pizza
* Take in store orders and relay them to the cook
* Make sure the delivery guys have the proper order and is delivered to the proper address and have paid for the order

**Bay Street Luncheonette** January-February 2013

* Take orders
* Clean the tables

**COMPUTER AND LANGUAGE SKILLS**

* Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint