

Willie Warhawk

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Objective

Seeking a finance internship where I can apply my strong work ethic and utilize my analytical, problem solving and communication skills.

Education

University of Wisconsin-Whitewater
Bachelor of Business Administration
Major: Finance Minor: Spanish

Anticipated graduation: May 2019
Cumulative GPA: 3.7
Dean's List every semester

Work Experience

UW-Whitewater Career & Leadership Development Office
Customer Service Associate

May 2016 - Present

- Schedule appointments for advisors using Microsoft Outlook
- Answer questions for current and prospective students, university staff and administrators in-person and over the phone
- Responsible for handling confidential student information
- Work 10 hours per week while enrolled in school full-time

Hometown Diner, Oconomowoc, WI
Waiter/Host

October 2014 - Present

- Train new employees
- Assist manager with weekly inventory counts and place supply re-orders when necessary
- Work as part of a team to seat customers in a timely manner and provide excellent customer service
- Handle cash and credit card transactions and assist with daily count of the cash registers
- Work in a fast-paced environment that requires quick thinking and decision making

Volunteer Experience and Activities

University of Wisconsin-Whitewater Finance Association
Treasurer

September 2016 - Present

- Establish a budget for the organization, collect dues, and track purchases/expenditures in Microsoft Excel
- Network with industry professionals during weekly meetings
- Participate in a variety of community service projects

Waukesha County 4-H

2006 – 2013

- Raised pigs and dairy cows to show at local and state competitions