**Talia Technology** Bentonville, Arkansas 72712 • 479-899-8653 • [taliatechnology@uark.edu](mailto:taliatechnology@uark.edu)

# Education

**University of Arkansas, Sam M. Walton College of Business Fayetteville, Arkansas**

*Bachelor of Science in Business Administration* ***expected May 2020***

* Major: Information Systems with a Concentration in Business Analytics
* Minor: Economics
* GPA: 3.57

# Technical Skills

* Certification in Microsoft Excel, Word, and PowerPoint
* Experience with SAS Enterprise Guide, SAS Enterprise Miner, and Tableau
* Working knowledge in Microsoft Access, Microsoft Visual Studios, and Structured Query Language

# Experience

**Advanced Dermatology & Skin Cancer Center Fayetteville, Arkansas**

*Assistant to Lab Director/ Data Entry* May 2016 - Current

* Manage Excel logbook files for over 3500 yearly patient pathology cases
* Compose pathology reports via Microsoft Word 35 to 40 documents weekly
* Document pathology results using Electronic Medical Assistant (EMA)

**The Grove Kitchen and Cocktails Rogers, Arkansas**

*Shift Lead and Server* September 2015 - April 2016

* Oversaw shifts of 6-10 employees including kitchen staff, bartenders, and servers
* Expedited communication between servers and kitchen staff to improve customer wait time
* Resolved customer complaints such as long wait times and incorrect orders
* Reconciled cash drawer by counting cash on hand to register total, approximately $200

**WhichWich? Superior Sandwiches Bentonville, Arkansas**

*Night Manager* March 2014 - September 2015

* Hired and managed a team of 8 food preparers
* Led monthly meetings of 8 employees
* Took semiweekly inventory and ordered supplies
* Collaborated with corporate and the Health Department to ensure restaurant standards were up to date
* Balanced employee labor percentage

# Leadership Experience

**Certified CPR Trainer at Early Childhood Initiatives Center** January 2018 - Current

* Lead classes of 25 people to teach the proper procedures and response for CPR

**Freshman Business Connections Peer Mentor, Sam M. Walton College of Business** August 2017 - December 2017

* Facilitated 36 students’ development of personal skills such as time management and academic planning
* Provided students guidance hosting daily office hours, GroupMe App, and direction to campus resources
* Collaborated with instructor to optimize lesson plans