

MICHELLE M. SCOTT

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EDUCATION

Keller Graduate School of Management	3/2010 – Present	Chicago, IL
• Master of Business Administration		
University of Maryland Robert H. Smith School of Business	8/2005 – 5/2009	College Park, MD
• Bachelor of Science Finance		

WORK EXPERIENCE

Pepsi Beverages Company Merchandiser	8/2009 – Present	Chicago, IL
• Accurately stock Pepsi products at various store locations		
• Create and maintain marketable displays of products		
• Assess and organize inventory which includes rotating products in accordance to company policies		
• Effectively communicate with supervisors, colleagues and customers		
University of Maryland Department of Family Science Administrative Assistant	6/2008 – 5/2009	College Park, MD
• Greet and assist students with academic and/or advising inquiries		
• Assist the department chair, professors and academic advisor with filing, research and special projects		
• Scan and copy documents		
• Sort and distribute mail		
• Prepare graduate student pamphlets		
• Check and maintain department email address		
University of Maryland Admissions Academic Advisor Assistant	9/2006 – 5/2008	College Park, MD
• Enter student information including test scores, GPA and contact information into database		
• Worked as a recruiter at events for prospective students on campus		
• Prepare informational packets for recruiting events		
• Assist with the preparation of mass mailings		
• Assist advisors with filing, creating documents, preparing for special events		
Chicago Committee on Minorities in Large Law Firms Executive Assistant	6/2007 – 8/2007	Chicago, IL
• Research pipeline law programs that expose students to the legal field		
• Update organization website		
• Contact person for pipeline law programs		
• Organize information regarding pipeline programs law firms and related organizations offer		
Generations of Success Executive Assistant	6/2007 – 8/2007	Chicago, IL
• Prepared company pamphlets and documents including spreadsheets		
• Attended business meetings with supervisor		
• Managed Juvenile Employment Program workers timesheets and payroll		
• Corresponded with other Juvenile Employment Program sites and facilitators		
• Assisted company accountant with accounts payable and receivable		
• Effectively communicated with parents and students regarding literacy forum information and/or job opportunities		

LEADERSHIP

Chicago Scholars Class Officer	6/2009 – Present	Chicago, IL
• Coordinate events for Chicago Scholars current students and alumni		
• Contact person for class of 2009 scholarship recipients		