

# Molly Weeks

+1 (302) 396-3699 • mkweeks@email.sc.edu

## EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina

Columbia, SC

Bachelor of Science, Business Administration

May 2021

**Majors:** Finance, Risk Management and Insurance

**Concentration:** Business Analytics

**GPA:** 3.98

**Honors:** President's List (multiple recipient), Dean's List (multiple recipient), Business Administration Scholarship

## WORK EXPERIENCE

SODEL CONCEPTS – BLUECOAST

Rehoboth Beach, DE

Server

May 2018 – August 2020

School vacation position held at one of the company's ten coastal style restaurants in medium sized tourist town

- Evaluated and prioritized the needs of up to 20 patrons at any given time and averaged \$1500 in sales per shift
- Utilized problem-solving skills to efficiently resolve customer complaints and increase total sales
- Facilitated new employee training on restaurant software and customer service

DICKINSON HOUSEHOLD

Lewes, DE

Childcare Provider

June 2018 – August 2020

Summer and school vacation position that included the caretaking of a two and four-year-old 30 hours a week

- Created stimulating activities, provided new experiences, and taught swimming skills weekly
- Adapted to the daily needs of the family and upheld standards set forth by the parents

THE MASTERS TOURNAMENT, Augusta National Golf Club

Augusta, GA

Hostess / Greeter

April 2018 and April 2019

Selected as one of 50 employees to work in Ike's Southern Restaurant, part of a premier dining facility at Berkman's Place, during the annual 2018 and 2019 Masters Golf Tournament

- Welcomed hundreds of spectators daily including officers of large corporations, political leaders, and top athletes
- Communicated with bussers and managers to ensure wait times were accurate and efficient
- Worked two consecutive years and invited back for 2020 Masters Tournament

## LEADERSHIP & UNIVERSITY INVOLVEMENT

DELTA ZETA-BETA DELTA CHAPTER

Columbia, SC

Treasurer

December 2019 - Present

- Created budgets and financial reports of \$54,000 for the 2020/2021 academic school year
- Supervised and assisted 20 chair positions with their budgets and managing their finances
- Collected monthly payments from approximately 300 members and monitored overdue accounts

UNIVERSITY 101 PROGRAMS – UNIVERSITY OF SOUTH CAROLINA

Columbia, SC

University 101 Peer Leader

May 2018 – Present

Nationally recognized program and sought-after leadership position mentoring students in a classroom setting

- Acted as a strong leader, mentor, and role model to provide 20 first-year students with their transition to college
- Designed and implemented 30 innovative lesson plans to create an interactive and engaging classroom discussion
- Communicated with a variety of University stakeholders including a co-instructor and campus partners

MIRACLE NETWORK DANCE MARATHON – UNIVERSITY OF SOUTH CAROLINA

Columbia, SC

Staff Member

March 2019 and 2020

- Raised over \$2600 individually to help the school raise \$1,016,822 for the Prisma Health Children's Hospital
- Danced for 14 hours to help raise support for the patients of children's hospitals throughout the nation
- Selected as one of six Morale Captains, leaders of a 90 person staff branch, for Dance Marathon 2021

**ACTIVITIES** Club Swim Team at the University of South Carolina, Delta Zeta Intramural Team, DZ Academic Mentor