

Molly Weeks

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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 2020 – August 2020

Summer work 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 45 covers per shift
- Utilized problem-solving skills to efficiently resolve customer complaints and increase total sales
- Excelled on weekly tests consisting of extensive wine knowledge, menu offerings, and company expectations

Hostess

May 2018 – May 2020

- Utilized new technology programs to assist in the flow of guests and reduce wait times
- Increased satisfaction and retention as the first point of communication to approximately 400 guests nightly
- Trained 6 new hostesses on restaurant software, company expectations, and daily responsibilities

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 2021 Masters Tournament

LEADERSHIP & UNIVERSITY INVOLVEMENT

DELTA ZETA – BETA DELTA CHAPTER

Columbia, SC

Treasurer

December 2019 – December 2020

- 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
- Engaged with other members as the sisterhood chair, academic mentor, and a part of the intramural sports team

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 Leader

March 2019 – Present

- 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

CLUB SWIM TEAM – UNIVERSITY OF SOUTH CAROLINA

Columbia, SC

- Dedicated 10 hours per week as a member and national finalist for College Club Swimming

2017 – Present