



LEA LOVELL

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OBJECTIVE



EDUCATION

Business Administration, Sociology | Loras College Dubuque IA

AUGUST 2015 – MAY 2019

Currently pursuing degrees in Business Administration and Sociology at Loras College. Expected graduation date of May 2019. GPA of 3.5.



EXPERIENCE

School Year Para | St. Mark's Youth Enrichment- Dubuque, IA

JANUARY 29, 2018 – CURRENT

Responsibilities include interacting with the children at program in a positive, energetic manor. In addition, providing the children a safe learning environment that makes growth and development possible.

Server | The Trout House- Palmyra, WI

SUMMER 2016 & SUMMER 2017

My responsibilities at the Trout House include being knowledgeable about the Trout Farm on location, be up to date on our specialty drinks, and our made to order entrees. Serving at a destination location also requires me to be able to cater to all types of personalities from all around, while maintaining a positive demeanor.

Administrative Assistant | Hytorc North- Palmyra, WI

2013 -2017 - PART TIME AS NEEDED

Perform administrative tasks such as: organizing office documents, business receipts, data entry, filing, answering phone calls, and taking inventory.



SKILLS

- Communicate effectively with all types of personalities
- Quickly adapt to changing situations
- Demonstrate strong organizational skills
- Effectively listen in order to understand various perspectives



ACTIVITIES

Other experiences include: Breitbach Catholic Thinkers and Leaders, Loras College Cheer Team, OVE+R Sexual Abuse Awareness officer on Campus, Business class in Ireland, Experiential Learning class in Haiti, and various mission trips. I have volunteered my time with St. Mark's program in Dubuque in the past.