Willie Warhawk

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**Objective**

Seeking a finance internship where I can apply my strong work ethic and utilize my analytical, problem solving and communication skills.

**Education**

University of Wisconsin-Whitewater Anticipated graduation: May 2027

Bachelor of Business Administration Cumulative GPA: 3.7/4.0

Major: Finance Emphasis: Investments Dean’s List every semester

**Work Experience**

UW-Whitewater Career Services Office September 2023 - Present

Customer Service Associate

* Schedule appointments for advisors using Microsoft Outlook
* Answer questions for students, university staff and administrators in-person and over the phone
* Responsible for handling confidential student information
* Work 10 hours per week while enrolled in school full-time

Hometown Diner, Oconomowoc, WI October 2020 - Present

Waiter/Host

* Train new employees
* Assist manager with weekly inventory counts and place supply re-orders when necessary
* Work with a team to seat customers in a timely manner and provide excellent customer service
* Handle cash and credit card transactions and assist with daily count of the cash registers
* Work in a fast-paced environment that requires quick thinking and decision making

**Volunteer Experience and Activities**

UW-Whitewater Financial Management Association September 2023 - Present

Treasurer

* Establish a budget for the organization, collect dues, and track purchases/expenditures in Microsoft Excel
* Network with industry professionals during weekly meetings
* Participate in a variety of community service projects

Waukesha County 4-H 2014 – 2019

* Raised pigs and dairy cows to show at local and state competitions