

# AMY ELIZABETH TRITLE

tritle@susqu.edu

## *Present Address:*

1858 Weber Way, S (413)  
Selinsgrove, PA 17870  
(610) 812-4513

## *Permanent Address:*

807 Pebblewood Rd  
West Chester, PA 19380  
(610) 436-4404

## **EDUCATION**

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Susquehanna University, Selinsgrove, Pennsylvania *Expected Graduation Date: May 2011*

**Bachelor of Science: Business Administration** GPA: 3.6/4.0

**Emphasis in Marketing**

**Minor in Psychology**

Honors: Dean's Commendation List (Fall 2007, Spring 2008, Fall 2008, Spring 2009)

*Alpha Lambda Delta* Honorary Society

## **BUSINESS EXPERIENCE**

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Crusader Campus Newspaper Business Manager *(September 2009 – Present)*

- Supervise the Advertising and Circulation Managers
- Responsible for managing the books, including paying bills and depositing revenues
- Prepare the annual budget proposal

Global Business Perspectives Coach *(September 2008 - Present)*

- Supervise freshmen business students completing group projects including a presentation

Susquehanna University Marketing Club Member *(January 2008 – Present)*

- Attended Annual Undergraduate Marketing Conference at University of Pennsylvania

Students in Free Enterprise (SIFE) Member *(September 2007 – Present)*

- Helped create prompt, judge, and hold award ceremony for an ethics essay constant for grade school students throughout the U.S.
- Presented information on post high school options at Selinsgrove High School

## **CAMPUS ACTIVITIES**

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Secretary, Big Brothers Big Sisters *(January 2009 - Present)*

Correspondents Committee Chair, Big Brothers Big Sisters *(January 2008- December 2008)*

- Organize events for the children in the program

Secretary, Equestrian Club *(September 2008 - 2009)*

- Revived the club by recruiting 19 new members

## **WORK AND VOLUNTEER EXPERIENCE**

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Cashier, Giant *(July 2009-August 2009)*

Provided child care for two kids, age 2 and 4 *(May2008 - August 2008)*

Cashier, Acme Markets *(September 2006 – August 2007)*

Camp Counselor, Camp Safari, The ARC of Chester County *(August 2004, 2005, 2006)*

- Volunteer position – Provided supervision for a child diagnosed with a mental disability for the duration of the one week summer camp

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## COMPUTER SKILLS

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- Microsoft: Word, Excel, PowerPoint, Project
- Dream Weaver