

# BILLIE BEACH

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## EDUCATION

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### Master of Business Administration

California State University, Long Beach

Expected: May 2022

### Bachelor of Science in Business Administration, Finance Concentration & Marketing Minor

San Diego State University

August 2019

- University of Macau | Exchange Student Program (August 2018-December 2018)

## Work Experience

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### Student Assistant | California State University, Long Beach

August 2020-Present

- Design and update webpage for career services to provide students with accessible navigation tools and databases
- Manage various projects by compiling interactive documents to optimize student engagement with the career center
- Connect students to career service resources by presenting upcoming and current events through university webpages, bi-weekly newsletters, and student portals

### Hostess & Server | Manna Korea BBQ

June 2019-March 2020

- Created welcoming environment for customers through effective customer service
- Balanced front and back of house responsibilities while accommodating customers' requests
- Processed point of sale transactions by collecting completed tickets, delivering tickets to respective tables, and inputting additional tips to redistribute to employees

## Leadership Experience

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### Sergeant-At-Arms | Delta Sigma Psi

January 2019-May 2019

- Generated new approach to organizing upcoming events by creating excel spreadsheets to increase transparency and communication within active body
- Delegated responsibilities to members by assigning tasks and expectations on weekly basis during active body meetings
- Assisted president in maintaining decorum during orders of business to sustain organization requirements and regulations

### Social Media Director | Alpha Kappa Psi

January 2019-May 2019

- Introduced executive board and senior spotlights to highlight members' achievements, memories, and journeys
- Developed weekly social media content by using various design applications for visual appeal and overall aesthetic
- Marketed networking, philanthropy, fundraising, and brotherhood events to increase active body and alumni interaction

### Leadership Mentor: Communication Emphasis | Alpha Kappa Psi

November 2017-May 2018

- Mentored over 50 individuals through a rigorous 9-week leadership process with presentations and networking events
- Spearheaded communication activities throughout semester to aid students in self-reflection and personal growth

### Treasurer | Andres Bonifacio Samahan Organization

April 2016-May 2018

- Rectified organizations funds from starting amount of -\$600 to over \$5,000 in two-year term
- Centralized organization's funds into respective bank accounts allowing better accountability for budgeted events

## Projects

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### Ben & Jerry's Marketing Plan

February 2021-March 2021

- Provided business consultation to executives through drawing insights from quantitative market research for snack size ice cream line and assessing product portfolio to identify unmet customer needs

## Skills

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Technical: Adobe Creative Suite, HTML, Microsoft Excel, Microsoft OneDrive, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Teams, Microsoft Word