

JACQUELINE JEDLICKA

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EDUCATION

Georgia Southern University

Statesboro, GA

Bachelor of Business Administration: Accounting and Management

Spring 2019

Overall GPA: 3.59

EXPERIENCE

Moose Lodge 1281, Vidalia, GA, Waitress

August 2014-Present

- Remain attentive and communicate with customers to ensure needs are met
- Work quickly to ensure all customers are attended in a timely manner
- Ensure customers feel satisfied with their experience

Operations Management Intern, CINTAS #220, Vidalia, GA

May-August 2018

- Performed daily operating activities (i.e. daily deposits, posting to AS400)
- Organized customer contract records, within intranet, and Sales Service Rep reports
- Operated AS400 for posting daily money, issuing credits, and inquiring on accounts

Professional Development Day, College of Business (Georgia Southern), Hostess

September 2017

- Attended to the CEO of SelecSource Staffing
- Served as a liaison, ensuring the guest knew relevant information about the day
- Introduced the guest at the beginning of their presentation

MGNT 3134: Organizational Behavior – *Group Case Study*

Spring 2017

- Read and analyzed the “Skills For Tomorrow” case
- Worked as a team to provide recommendations on leadership and team management
- Business professional presentation of the analysis and recommendations

ORGANIZATIONS AND AFFILIATIONS

National Society of Leadership and Success (Sigma Alpha Pi), January 2017 – Present

National Society of Collegiate Scholars, June 2016 – Present

Society of Human Resource Management, August 2017 – Present

HONORS / AWARDS

HOPE Scholarship recipient, Summer 2015 – Present

Dean’s List recipient, Falls 2015, 2016, 2017 and Spring 2017

BB&T *Emerging Leaders Certification*, Fall 2017

National Society of Leadership and Success, *Executive Level Certification*, December 2017

COMPUTER SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint) and AS400