

MEGHAN L. COBELLI

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EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY

Atlanta, Georgia

- Major: Industrial and Systems Engineering
- GPA: 4.0

May, 2023

EXPERIENCE

GEORGIA TECH CAMPUS RECREATION CENTER

Atlanta, Georgia

Member Services Assistant

December 2019-Present

- Administered and processed payments made by the members, providing them with up to date copies of receipts
- Handled all incoming calls and answered inquiries all while keeping the management team updated
- Maintained a tidy reception area and ensured the front desk was well attended at all times

PANERA BREAD COMPANY

Kennesaw, Georgia

Store Associate

January 2019- August 2019

- Created a positive environment for hundreds of customers per day while providing a fast and accurate experience
- Maintained an accurate cash draw of over \$1500 per shift
- Led new staff members through orientation and enforced company standards

KENNESAW STATE UNIVERSITY INTERNSHIP AND RESEARCH

Kennesaw, Georgia

KSU Athletic Department

August 2018-December 2018

- Completed a 38-page research paper on various factors impacting football attendance
- Compiled comprehensive stats on Division 1 volleyball and football teams
- Assisted athletic photographer with photo organization and distribution

COBB COUNTY SCHOOL DISTRICT EVENTS OFFICE

Kennesaw, Georgia

Events Coordinator

January 2018- June 2018

The Events Office is in charge of running commencement ceremonies and other district-wide events

- Planned commencement ceremonies for 13 high schools and over 7000 graduates
- Directed Lassiter HS Commencement and was Technical Director of Pebblebrook HS Commencement
- Operated camera equipment for live broadcasts of the ceremonies

COBB ATLANTA VOLLEYBALL CLUB

Marietta, Georgia

Sales Associate

June 2017- June 2019

- Improved customer relations by answering phone calls and assisting customers with payments
- Maintained a neat and tidy store environment for the sale of club merchandise
- Filled custom orders of heat pressed or embroidered merchandise

SKILLS/ACTIVITIES

Skills: Software Development: Python

Video Editing: Adobe Premiere

Time Management

Leadership

Activities: Alpha Phi Sorority: Director of Internal Philanthropy

For the Kids: Operations Committee

Club Volleyball Team Member

Certifications: CPR and First Aid

Languages: Spanish- basic

Awards: National Advanced Placement Scholar, Collegeboard

All- Area Volleyball Player of the Year 2018