**Kira J. Hutchinson** tup76791@temple.edu

 *1599 Point Dr | Bensalem| Pennsylvania | 19020 | 267-515-1399*

**EDUCATION**

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration* Graduation: May 2026

Major: Marketing| GPA: 3.37

**ACTIVITIES**

**T-Ball Coach, Levittown Continental Little League** August 2020 – October 2021

**Member**, American Marketing Association January 2023 – Present

**Student Consultant**, Grandt Blvd January 2023 – March 2023

**Student Consultant**, Z Dog Daycare September 2023 – November 2023

**EXPERIENCE**

JB Dawson’s Restaurant and Bar, Langhorne PA October 2020 – Present

***Hostess***

* Determine and communicate wait times to management and guests.
* Oversee the organization of seating arrangements for all guests and reservations.
* Provide customer service by answering customer questions and remaining flexible while handling problems for customer concerns.

**SKILLS**

**Software**: Excel, Word, PowerPoint, Canva