

Leanne Sheely

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Greater Philadelphia Area | 215-767-2290

EDUCATION

TEMPLE UNIVERSITY— Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2025

Double Major: Human Resources Management and Business Management

Awards: Remarkable Futures Scholarships: Fall 2023 - Spring 2024

MONTGOMERY COUNTY COMMUNITY COLLEGE, Blue Bell, PA

Associates of Science, Business Administration

Graduation: May 2023

Awards: Dean's List: Fall 2021 - Spring 2023

Awards: Remarkable Futures Scholarships: Fall 2021 - Spring 2023

EXPERIENCE

CHICK-FIL-A, Montgomeryville, PA

September 2017 - Present

Director of Training

June 2022 - Present

- Creates training plans for new employees in multiple areas of service in the restaurant
- Mentors trainers and trainees to cultivate soft and hard skills
- Manages a monthly budget of \$1200
- Performs new hire orientations

Shift Leader

May 2021 - June

2022

- Balances daily cash amounts of up to \$1500
- Manages employees who serve an average of 500+ customers daily in an American fast-food restaurant chain
- Resolves customer complaints and issues

Certified Trainer

May 2020 - May

2021

- Trains new employees on their first week at the restaurant
- Coaches new employees on new positions
- Helps current team members gain confidence on positions

Team Member

September 2017 -

May 2020

- Serves guest their order
- Follows shift leaders' requests

SKILLS

Software: Microsoft Word, Excel, PowerPoint

Languages: Basic Spanish

Soft Skills: Delegating, Problem-solving, Emotional Intelligence, Leadership, Time Management, Planning, Team Work, Communication, Work Ethic

Certifications: Bloomberg Market Concepts

ACTIVITIES

Sunday School Teacher, Keystone Montgomeryville

September 2017 - September 2022

Community Group Leader, Keystone Montgomeryville

January 2023 - Present