

Ima Knight

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OBJECTIVE

Business student seeking opportunity to utilize education and practical experiences as part of a team in a business administrative role. Enjoys a challenge and helping others by providing them with tools and resources needed to succeed.

EDUCATION

Marian University

Bachelor of Arts in Business

- Minor in Psychology
- GPA: 3.05

Indianapolis, IN

Intended graduation: May of 2018

St. Joseph's College

Major: Business

- Minor in Psychology
- Dean's Scholarship

Rensselaer, IN

August 2014 - May of 2017

PROFESSIONAL EXPERIENCE

Los Angeles World Airport (LAWA)

Summer Intern for Procurement Division

- Worked with Division staff members on day-to-day requests for other division operational needs
- Stepped in for staff in areas where division was short-handed and operations needed immediate attention
- Maintained document and hard copy trails as a quality control for division managers
- Recognized for flexibility and developed skills to switch from task to task in a seamless fashion

Los Angeles, CA

May 2017 - August 2017

Summer Intern for Human Relations and Guest Services

May 2016 - August 2016

- Functioned as an "on-floor" liaison between division managers and volunteers who worked in terminals
- Developed Audio-visual presentations for staff meetings pertaining to training and work responsibilities
- Reviewed and Adjusted pay and vacation time discrepancies for employees from all LAWA divisions
- Acknowledged for due diligence and attention to detail since some inquiries could be as old as 2 years

Sims and Co. Real Estate

Seasonal General Contractor

- Assisted in development of client lists for sale and purchase of properties using excel software
 - Organized the movement of company documents from office destroyed by fire to temporary facility
 - Maintained outside areas of rental and for sale properties
 - Highly praised for ability to work efficiently under adverse conditions
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Las Cruces, NM

2015 - 2017

CO-CURRICULAR ACTIVITIES

Saint Joseph's College ESports Club

Manager/Player

- Organized and developed ESports program and schedule
 - Identified and recruited potential club members as viable members
 - Worked with College administrators to acquire computers needed for competition
 - Complemented on program development
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Rensselaer, IN

April 2016 - May 2017

SKILLS AND TRAITS

Leadership: Planned and implemented a one-day job training seminar for volunteers while interning for LAWA's HR Division. Only intern among planning team. Received immediate positive feedback from attendees.

Communication: Proficient in communicating one-on-one or with groups via phone, email or in-person as a result of time spent in customer relations at LAWA. Experienced in utilizing PowerPoint to create multi-media presentations and responding via social media platforms to customer/clients.

Analytical: Unafraid to ask questions in order to ensure that an assignment is completed correctly and to share my own perspective and innovative solutions. Constantly aware that there is more than one way to solve an issue. Open to feedback and willing to adjust accordingly.