

Amanda Wang

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EDUCATION:

University of Central Florida, Orlando, FL

May 2025

Bachelor of Sciences in Business Administration, Marketing and Professional Selling

GPA: 3.75

PROFESSIONAL EXPERIENCE

TPx – Maitland, Florida

Jun. 2024 – Aug. 2024

Sales Development Representative Intern

- Identify and qualify potential leads through cold calling, emailing, and social selling to generate interest
- Engage with potential customers to understand their needs and challenges, building initial relationships for successful sales
- Develop strong communication skills to effectively convey the benefits of TPx's offerings to potential customers
- Demonstrate persistence and resilience in the face of rejection to achieve sales goals

The Fitbiz CPA – Orlando, Florida

Jan. 2024 – Mar. 2024

Business Development Intern

- Identified, generated, and advanced business-to-business leads
- Organized and maintained CRM networks
- Initiated and monitored social media campaigns
- Represented the company at business networking events, serving as the face of the company and making a positive impression
- Structured client data in a highly organized manner, ensuring effortless navigation and accessibility

Friendly Confines – Winter Park, Florida

May 2023 – Nov. 2023

Server

- Demonstrated excellent multitasking abilities by managing multiple tables, accurately relaying orders, and delivering food promptly
- Provided table service during stressful times, maintaining a 98% satisfaction rate
- Served up to 20 guests at one time
- Increased sales by upselling drinks by 10%

Joseph R. Bock Law Offices – Sewickley, Pennsylvania

Apr. 2019 – Mar. 2020

Legal Assistant

- Performed administrative duties such as organizing client files, communicating with clients via phone, and scheduling appointments
- Prepared documents for legal transactions to clients to ensure customer satisfaction
- Drafted pleadings and letters for clients which required writing, communication, and organization skills

PROFESSIONAL DEVELOPMENT

ALPFA

- Engage in weekly meetings with 200+ members from Fortune 500 companies to gain industry knowledge and insight
- Actively participate in diverse professional development workshops to enhance technical and soft skills, fostering continuous growth and proficiency

HONORS:

- Dean's List, University of Central Florida
- UCF Scholars Award Recipient

Fall 2021 – Spring 2024