**Madison Duke**

Cell: 314-412-3016

Mdv96@mail.missouri.edu

**Education and Coursework**

**University of Missouri** **Columbia, Missouri**

***Bachelor of Science, Business Administration***

*Emphasis*: Finance and Banking/ Real Estate

*GPA:3.91*

*Anticipated Graduation Date:* May 2020

**Work Experience**

**Surety Bonds;** Columbia, Missouri **April 2018- Current**

*Account Assistant*

* Assisting customers over the phone regarding current bonds coming up for renewal.
* Informing customers of policies held with company and helping with any additional questions.

**Insomnia Cookies;** Columbia, Missouri **September 2016 to April 2018**

*Delivery Driver*

* Provided customers with excellent service over the phone and in person.
* Choose optimal routes consistent with delivery expectations and efficiency.

**Rally house: Sports merchandise;** Brentwood, Missouri **April 2016 to August 2016**

*Sales Associate/ Cashier*

* Operated the cash register at peak operational times.
* Sorted inventory and placed new inventory on floor to restock empty shelves.
* Increased revenue by suggesting more items for the customers to add on to purchase.

**California Pizza Kitchen;** Richmond Heights, MO **November 2015 to February 2016**

*Hostess*

* Seated and assisted over fifteen families an hour at the hostess desk.
* Answered any questions or problems customers had over the phone and in person.

**Volunteer & Leadership Experience**

**Columbia Center for Urban Agriculture;** Columbia, MO **August 2017 to December 2017**

*NPO Management Assistant*

* Assisted NPO directors with office management tasks and data entry bookkeeping through Excel.
* Helped organize and run the yearly fundraiser.

**MU Cultural Cuisine Club;** Columbia, MO **January 2018- Current**

*President and Treasurer*

* Helping students gain exposure to other cultures through traditional meals of different countries.