

Stella Southwick

(262) 729-5259 ~ stella.southwick@marquette.edu ~ Milwaukee, WI

[Stella Southwick | LinkedIn](#)

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI May 2026
Bachelor of Science in Business Administration GPA: 3.1
Major: Operations and Supply Chain Management and Marketing
Marquette University Honors Program
Minor: History

EXPERIENCE

Hotel Office and Front Desk Worker May 2024 - August 2024

TIMBER RIDGE LODGE, Lake Geneva, WI

- Used my accounting knowledge to regularly explain billing information to clients and adjust billing statements.
- Demonstrated customer service skills to assist our guests with changes to their hotel experience.
- Regularly called and contacted guests speaking to over 200 guests a day.
- Utilized Opera computer systems software for customer account management and payment systems checking in and out over 100 people a day.

Marketing Intern Summers 2023 + 2024

OPEN ARMS FREE CLINIC, Elkhorn, WI

- Created a social media marketing schedule for the next year to help raise the organization's following and ensure we completed our weekly posting goal.
- Attended meetings with the founders and managers of the non-profit to create a sound marketing plan and present my ideas.
- Constructed and managed the Instagram and Facebook social media platforms for this non-profit posting at least four times a week.
- Created pamphlets and social media materials on CANVA to help spread community outreach.

Office Administration Intern May 2023 - August 2023

LAKES PROPERTY MANAGEMENT, Lake Geneva, WI

- Assisted with annual homeowners meetings, including preparations made before meetings and assisting at the meetings.
- Created content for and managed the social media account for the company expanding our community outreach.
- Gained essential skills for any administrative employee by working with both clients and maintenance staff to complete projects for the clients.
- Proficiency in various administrative and industry-specific software.

ACTIVITIES

- Director of Service and Philanthropy, PI BETA PHI SORORITY September 2022-Present
- Member, MARKETING CLUB September 2022-Present
- Member, SALES CLUB September 2022-Present
- Member, WOMEN IN BUSINESS September 2022-Present
- Member, BOOK CLUB September 2022-Present
- Member, OSCM CLUB January 2024-Present