

# Noreen Pennala

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## PROFESSIONAL SUMMARY

Third-year finance major searching for internship positions beginning summer 2024 to gain work experience in the finance field.

## EDUCATION

Hartland High School | Hartland, MI  
Michigan Technological University | Houghton, MI

**Bachelor of Finance -**

GPA: 3.6/4.0

Finance GPA: 3.64/4.0

EXPECTED FALL 2024

## EXPERIENCE HISTORY

M Street Baking Company  
Bakery Employee, Management  
Administrative Assistant and Event Coordinator

Mar 2019 - Present  
Jan 2023 - Present

- Manage and respond to all customer email requests
- Manage and organize bakery schedule of all orders and events
- Control company's online order revenue and sales goals each month
- Market and advertise company events and online promotions
- Create relationships with customers through follow up actions

Co-op Position for HS class through M Street Baking Co.

Sept 2020 - May 2021

- Managed and organized the team in solving problems and completing tasks
- Hosted team meetings to improve overall efficiency and organization
- Accomplished jobs and tasks in a timely manner to provide customers quality products everyday
- Communicated and worked with customers to create trusting relationships

## REFERENCES

Emily Mazaris | Owner of M Street Baking Company  
Stephanie Mazaris | Owner of M Street Baking Company

(517) 862-7129  
(734) 634-9654