

Noreen Pennala

7280 Randall Dr
Fenton MI, 48430

npennala@mtu.edu
(810)263-0683

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