

Tracy Miller

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EDUCATION

Loyola Marymount University **Los Angeles, CA**
Bachelor of Business Administration, Entrepreneurship May 2024
GPA 3.65

- Relevant Coursework: New Venture Creation; Entrepreneurial Finance; Product and Business Design; Introduction to Ethical Decision Models; Entrepreneurial Marketing
- Activities: LMU Entrepreneurship Incubator Program; Associated Students of LMU (ASLMU)

PROFESSIONAL EXPERIENCE

South Bay Entrepreneurial Center **Torrance, CA**
Marketing Intern 2019 – Present

- Organize and host events for clients and entrepreneurs of the South Bay community
- Develop sales and communication skills by contacting potential clients to join the center
- Manage the center's social media accounts and create email campaigns using MailChimp

LMU Entrepreneurship Incubator Program **Los Angeles, CA**
Business Developer 2018 – Present

- Selected as one of the top entrepreneurship students to work on a startup in a business accelerator
- Work with serial entrepreneurs to market an augmented reality app
- Conduct extensive market research and assist with brand creation for the startup

Associated Students of Loyola Marymount University **Los Angeles, CA**
Senator 2019 – Present

- Advocate for the students of LMU by addressing student concerns in regard to campus life
- Organize the planning and set up of school wide events, including Annual Sunset Concert
- Communicate with constituents and collaborate with senators to discuss and execute initiatives

Hilton Center for Business, LMU **Los Angeles, CA**
Events Coordination Technician 2019

- Scheduled events and assisted with coordination for the College of Business Administration
- Acted as communication liaison between the Executive MBA Program and the Hilton Center
- Contacted vendors to confirm orders and delivery dates

Nordstrom **Redondo Beach, CA**
Sales Representative 2016 – 2018

- Sold apparel in the Style Shop section and assisted customers with exchanges and purchases
- Exceeded sales quota every month, achieving 130% of quota in December 2014

HONORS & AWARDS

Nordstrom Employee of the Month, January 2014 LMU Dean's List

SKILLS & LANGUAGES

Google AdWords, Google Docs Adobe Creative Suite
Microsoft Word, Excel (Pivot Tables), and PowerPoint MAC Software
Squarespace, SEO Bilingual: English and Spanish