

# Willie Warhawk

Whitewater, WI 53190 – (262) 472-7032 – E-Mail: WarhawkW@uww.edu

## **Objective**

Seeking a finance internship where I can apply my strong work ethic and utilize my analytical, problem solving and communication skills.

## **Education**

University of Wisconsin-Whitewater  
Bachelor of Business Administration  
Major: Finance Emphasis: Investments

Anticipated graduation: May 2027  
Cumulative GPA: 3.7/4.0  
Dean's List every semester

## **Work Experience**

UW-Whitewater Career Services Office  
Customer Service Associate

September 2023 - Present

- Schedule appointments for advisors using Microsoft Outlook
- Answer questions for students, university staff and administrators in-person and over the phone
- Responsible for handling confidential student information
- Work 10 hours per week while enrolled in school full-time

Hometown Diner, Oconomowoc, WI  
Waiter/Host

October 2020 - Present

- Train new employees
- Assist manager with weekly inventory counts and place supply re-orders when necessary
- Work with a team to seat customers in a timely manner and provide excellent customer service
- Handle cash and credit card transactions and assist with daily count of the cash registers
- Work in a fast-paced environment that requires quick thinking and decision making

## **Volunteer Experience and Activities**

UW-Whitewater Financial Management Association  
Treasurer

September 2023 - Present

- Establish a budget for the organization, collect dues, and track purchases/expenditures in Microsoft Excel
- Network with industry professionals during weekly meetings
- Participate in a variety of community service projects

Waukesha County 4-H

2014 – 2019

- Raised pigs and dairy cows to show at local and state competitions