

# Allison Wessel

Los Angeles County, CA ~ Alli.wessel@gmail.com ~ www.linkedin.com/in/allisonwessel/

---

## Education

- **Bachelor of Science in Business Administration** / Biola University  
December 2024, La Mirada, CA  
GPA: 4.0 ; Dean's List at Biola University Fall 2022 - Fall 2024
  - **Spanish Minor / Biblical Studies Minor** / Biola University  
December 2024, La Mirada, CA  
Bilingual in English and Spanish; Sigma Delta Pi Honor Society
  - **Associate of Science Transfer in Business Administration** / El Camino College  
June 2022, Torrance, CA  
GPA: 3.95 ; Dean's List at El Camino College Fall 2019 - Fall 2021  
Academic Achievement Award in the field of Business Administration
- 

## Experience

- **Administration & Admissions Intern** / Journey of Faith Church  
May 2024 - July 2024, Manhattan Beach, CA
    - Organized and completed admissions paperwork on paper and digitally using Excel
    - Researched and provided feedback on current employee self-evaluation questionnaire and gave improvement suggestions
    - Created a redesign for the school website that would be updated, professional, and functional for new and returning families
    - Assisted in preparation and planning for upcoming events
    - Organized inventories and worked to create better system to manage items stored
  - **AI Research Employer Project** / United Yearbook  
January 2024 - April 2024, La Mirada, CA
    - Partnered with two other Biola students & the company United Yearbook in a project for Business Capstone class to improve their sales through the use of AI
    - Researched & successfully found AI software to implement into the company to improve email marketing
    - Recommended action that was then implemented by the company to improve the phone answering message to help prospective customers easily receive a quote
    - Collaborated in weekly meetings to share research, discuss, and recommend action to the company
  - **New Student Orientation Leader (Volunteer)** / Biola University  
July 2023 - August 2023; July 2024 - August 2024, La Mirada, CA
    - Communicated and interacted with about 30 new students over email to welcome, give information, and answer questions
    - Collaborated with about 40 other orientation leaders to put on orientation events
    - Individually led a small group of about 30 students in ice breaker activities, games, and creating community
    - Assisted in events and answered questions from parents and students in a helpful and caring manner
-