

# Taylor Vrettas

(617) 850-5540 | tvretta@g.clemson.edu

## Permanent Address

40 Maple Street  
Milton, MA, 02186

## Current Address

405 College Ave #420B  
Clemson, SC, 29631

## OBJECTIVE

Adaptable, motivated, and collaborative senior at Clemson University pursuing a dual degree in Management and French & International Business. Eager to leverage my technical, leadership, and interpersonal communication skills in a full-time post-graduate position. My aim is to foster meaningful connections, drive company growth, and inspire positive change within the organization.

## EDUCATION

### Clemson University, Clemson, SC

*Anticipated Graduation Spring 2024*

Bachelor of Science in Management

- International Management Emphasis

Bachelor of Arts in Language & International Business

- French Emphasis

Clemson Honors College

GPA: 3.75/4.0

### Milton High School, Milton, MA

*Graduated June 2020*

National Honors Society

GPA: 4.02/5.0

## WORK EXPERIENCE

### Information Desk Student Employee

*Wilbur O. and Ann Powers College of Business*

Clemson, SC

September 2021 - present

- Greeted guests and fellow students each day with a warm welcome to the building and the ability to take care of any needs.
- Provided detailed responses to 20+ questions posed each shift regarding the College of Business and its features.
- Aided in preparing for / cleaning up after events hosted by the College or its faculty members such as presentations.

### Business Operations Intern

*Wayfair LLC*

Boston, MA

June 2023 – August 2023

- Efficiently managed 2,000+ supplier contracts per month as a valuable member of the FMC Compliance & Oversight team.
- Collaborated seamlessly across sales, drayage, and ocean carrier teams to proactively mitigate contracting challenges.
- Consistently held informal meetings with colleagues to foster a deeper comprehension of individual roles and responsibilities.

### Server / Waitress

*Shipwrecked Falmouth*

Falmouth, MA

May 2022 - August 2022

- Assured customers had a smooth and enjoyable dining experience no matter the occasion with a welcoming attitude.
- Set tables, took 75+ orders per shift and related them to kitchen staff, ran prepared food from kitchen to tables.
- Consistently checked up on coworkers and offered help as well as rapidly bussing tables after meals for quick turnaround.

## OTHER EXPERIENCE

### Community Engagement Volunteer

*L'association Gammes*

Montpellier, France

January 2023 – May 2023

- Volunteered weekly at a low-income housing community in hopes to facilitate engagement within an isolated community.
- Organized events for families in the community that would connect residents and stimulate creativity in people of all ages.
- Established a safe environment where families could openly discuss challenges, aspirations, and community development.

## HONORS AND PROFESSIONAL ORGANIZATIONS

Clemson Honors College; Chi Omega Fraternity; Women in Business; French Professional Society; Best Buddies; Make-A-Wish Foundation Philanthropy; President's and Dean's List

## SKILLS

Adobe Creative Cloud – Proficient

French Language – Fluent

JMP Software – Proficient

Python Programming – Basic