

# Wendy Tappan

20 W. McConnell Drive  
Flagstaff, AZ 86011  
928-523-1291

## Qualifications

- Created, designed and pitched ideas to media outlets.
- Strong sales skills through building interest in the TEACH organization, the Grand Canyon Watershed, and through competitive sales promotions.
- Organize and direct events to engage with students, presenting information sessions, and facilitate Q & A sessions.
- Trained new hires and future management team members in store standards and responsibilities.
- Proficient in Microsoft Excel, Word, PowerPoint and Access.

## Formal Education

### **Northern Arizona University**

BSBA Marketing and Finance Major

Graduate May 2016

GPA – 3.9

### **Napa Valley College**

Associates in Business Administration

December 2013

GPA – 3.8

*Tested out of high school and began college at 16.*

## Experience

Fall 2014 –  
Present

### **Sierra Club**

*Volunteer*

- Created a budget for Colorado River Days based on analyzing the previous year's expenses.
- Contacted local businesses to share our mission and to ask for support for protecting the Grand Canyon Watershed.

Spring 2014 –  
Present

### **TEACH Organization**

*Campus Organizer*

- Brainstorm creative approaches to inform NAU students to become the next generation of educators.
- Organize and execute presentations to campus clubs and organizations.
- Discuss scholarship opportunities, state certifications, mentorship program and opportunities with STEM students, clubs and organizations on campus.

Fall 2011 –  
2014

### **Jamba Juice**

*Team Member*

- "Training mentor" for new employees responsible for training 10+ employees; including future management.
- Responsible for opening/closing store, counting and balancing bank, and Manager on Duty role in absence of management team.

## Professional Organizations

Spring 2015

### **American Marketing Association (AMA) – Northern Arizona University**

Spring 2014

### **Professional recognition Program (PRP)**

Spring 2014

### **Alpha Kappa Psi**

*Warden*

- Welcoming members with the Alpha Kappa Psi handshake and checking for professional attire and the Alpha Kappa Psi pin.

Spring 2012

### **Phi Theta Kappa Honors Society**