

Bradley Roark

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EDUCATION

University of Missouri

Columbia, Missouri

Bachelor of Science, Business Administration

Emphasis: Management

Minor: Hospitality Management

GPA: 3.1/4.0

Expected: May 2026

State Technical College of Missouri

Linn, Missouri

Associate Degree in Business Administration

GPA: 3.85/4.0

Graduated: May 2023

HONORS & AWARDS

Mo. Transfer Award I

August 2023-May 2026

Phi Theta Kappa Award I

August 2023-May 2026

Dean's list and A Honor Roll

August 2021-May 2023

SKILLS

- **Excel:** Experienced with formulas, data organization, and interpreting information to support decision making.
- **QuickBooks:** Knowledgeable in financial tracking, record keeping, and workflow management to support administrative process.
- **Microsoft Office Suite:** Proficient in Word, PowerPoint, and Outlook for writing, presenting, and communication.
- **Communication and Customer Service:** Strong interpersonal abilities developed through volunteer experience and guest-facing roles.
- **Interpersonal and Professional Skills:** Able to engage confidently with diverse groups and maintain a professional presence.

VOLUNTEER EXPERIENCE

True False Film Festival - Usher/Greeter

February 2025

- Welcomed and directed hundreds of attendees at venues, ensuring smooth crowd flow and a positive guest experience
- Provided information and assistance with schedules, accessibility, and policies, which boosted guests' satisfaction and reduced confusion

ACTIVITIES

State Tech Rocket League Esports

August 2022-April 2023

- Competed in high-level Rocket League tournaments while developing teamwork, strategy, and communication skills; achieved top six placement in tournament
- Balanced practice schedules and tournament play with academic responsibility, demonstrated discipline and time management