**Raqhelle Q. Millbrooks**

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**EDUCATION Bachelor of Business Administration,**

University of Memphis, Memphis, TN

Double Major: International Business and Spanish

Expected Graduation Date: May 2019, GPA 3.99

**Study Abroad:** SIAF University, Volterra, Italy

**Focus:** Leadership and Management in International Business

**Study Abroad:** University of Havana, Havana, Cuba

**Focus:** Spanish Language and Culture

**COMPUTER Operating Environment:** Windows 2010

**SKILLS Business Tools:** Word Processing, Bloomberg Market Concepts Certified 2018, Excel Certified 2015

**EXPERIENCE Airfreight Export Agent,** September 2018-Present

Kuehne and Nagel, Memphis, TN

* Plan, organize, coordinate, arrange, and monitor the transportation and movement of goods and insight into perishables, pharma, and specific product requirements.
* Manage communication with growing clientele and daily communication overseas.
* Achieve 90-100% KPI for all customer Latin American shipments.

**Intern Coordinator,** September 2015-December 2018

University of Memphis Sustainability Office, Memphis, TN

* + - Launch food recovery project to recover and donate leftover food off campus.
    - Research, develop, and implement sustainable ideas in transportation and food.
    - Develop and adapt student intern program to help students gain professional experience.

**Copywriter Intern,** January 2018-December 2018

One Step Initiative, Memphis, TN

* + - Developed creative and persuasive content for and manage social media channels.
    - Researched current travel, study abroad, and academic trends for new marketing strategies.
    - Establish and execute new marketing strategies, goals, and plans to double engagement.

**Operations and Support Intern,** January 2017-May 2017

Memphis Catholic Middle and High School, Memphis, TN

* + - Analyzed and organized performance review data from students and supervisors.
    - Created flyers, invitations, and social media content to engage students, parents, and donors.
    - Updated data records for student and parent information.

**HONORS** Fogelman College of Business Student Delegate Board 2018-Present

International Business Student Organization President 2017-Present

University of Memphis Honors Program 2015-Present

Fogelman College of Business Complete Professional Program Certificate of Completion 2017

**ACTIVITIES** Su Casa Ministries Volunteer, 2015-Present