

CHLOÉ M. BELL

Chapel Hill, NC
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EDUCATION

The University of North Carolina at Chapel Hill (Class of 2024), Chapel Hill, NC – GPA: 3.90/4.0
Bachelor of Arts, Global Studies – Global Economics, Trade, and Development; Latin America
Minor, Information Systems (*pending application decision from UNC-SILS*)

HONORS AND AWARDS

Honors Carolina – Highly competitive, four-year academic program enrolling 10% of each class

RELEVANT WORK AND COMMUNITY EXPERIENCE

Granville Towers, Chapel Hill, NC (*January 2022 – present*)

Community Assistant

- Help residents and guarantors schedule appointments by phone and email and conduct tours for prospective residents
- Facilitate Move-In/Out process and address residential/maintenance issues
- Operate unique computer software to manage community systems and catalog resident data
- Assist with the implementation of multimedia marketing campaigns on-campus, within the community, and at special community events

Alpha Phi Omega National Service Fraternity, Chapel Hill, NC (*November 2021 – present*)

Active Rho Chapter Sibling, Secretary, and Care Chair for Spring 2022

- Consult numerous community partners to serve diverse members of the Alpha Phi Omega fraternity, UNC campus, and greater Chapel Hill area
- Utilize Zoom, Outlook, and Google products to compile and distribute important information to chapter members and supervisors via written documents, oral presentations, and emails
- Have facilitated fundraisers and service events for pledge class project, helping to accumulate over \$1500 total for local charity and nonprofit organizations in Chapel Hill

Teen Valley Ranch Christian Camp & Retreat Center, Plumptree, NC (*May 2021 – July 2021*)

Summer Staff Member

- Counseled five different groups of high school-age campers, tending to their individual physical, medical, and emotional needs for multiple days at a time
- Collaborated with diverse team of 50+ staff members to operate camp activities, maintain campus facilities, and complete standard belay, first-aid, commercial kitchen, and barista training
- Mediated interpersonal conflict and facilitated communication between campers, legal guardians, fellow staff members, and church leaders, both in-person and over the phone

Annes Boutique, Concord, NC (*August 2018 – January 2021*)

Retail Sales Associate

- Provided exceptional customer service while responding to customer complaints, questions, and requests in person, over the phone, and on social media
- Created welcoming, friendly, and personalized shopping experience for all customers
- Efficiently organized and cataloged copious amounts of inventory and numerous daily stock shipments, both in-store and online
- Applied computing skills to audit daily receipts and complete both online and physical cash register transactions

LANGUAGE SKILLS

English (*native*), **Spanish** (*advanced written and spoken*)