

LINDSEY POPE

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PROFESSIONAL SUMMARY

Business Administration student with an accounting emphasis seeking an internship or short-term internship to gain hands-on experience in business, accounting, marketing, and customer service. Brings experience in entrepreneurship, marketing, teamwork, communication, and independent work.

EDUCATION

Bachelor of Business Administration | *Welch College* | Expected 2030

- Emphasis in Accounting

High School Diploma | *Mid-America Preparatory School* | 2026

EXPERIENCE

Team Member | *Culver's* | Sept. 2022 – July 2026

- Provided professional customer service in a fast-paced environment.
- Communicated effectively with customers and team members while supporting daily operations.
- Built reliability, teamwork, time management, and problem-solving skills.

Cleaning Staff | *Christ Tabernacle Church* | Dec. 2025 – July 2026

- Maintained a clean, organized, and welcoming facility.
- Completed responsibilities independently with consistency, reliability, and attention to detail.

Owner / Operator | *Linz Stitch Co.* | Dec. 2025 – June 2026

- Operated a small embroidery business serving individuals and small businesses.
- Managed customer communication, product creation, marketing, and day-to-day business responsibilities.
- Successfully participated in a small-business trade show through the CEO program in Vandalia, Illinois.
- Created promotional and business materials using Canva.

LEADERSHIP & PROFESSIONAL DEVELOPMENT

CEO Program Participant | *Mid-America Preparatory School* | 6 months / 2025–2026

- Worked on a marketing team for six months, developing teamwork, communication, and marketing skills.
- Participated in business visits, networking, and job-shadowing experiences to explore professional careers and business operations.

Church Volunteer – Sound Booth | *Local Church* | Volunteer Experience

- Operated sound equipment during church services and coordinated with staff and volunteers.

SKILLS

Customer Service • Communication • Canva • Marketing • Teamwork • Entrepreneurship • Time Management • Organization
• Attention to Detail • Problem Solving