

SOPHIE BAKER

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EDUCATION

Bachelor of Science in Business Administration Expected: Spring 2026
Kansas State University | Manhattan, KS

- Major: Professional Strategic Selling

General Studies Transferred: Aug 2023
Avila University | Kansas City, MO

- Completed freshmen general education courses
- GPA 4.0

EXPERIENCE

Student Success Center Office Assistant Jan 2024 - Present
Kansas State University | Manhattan, KS

- Provided exceptional customer service by promptly addressing student inquiries and concerns.
- Actively participated in staff meetings and training sessions to enhance knowledge and skills related to student success.
- Collaborated with a team of office assistants to create and maintain an organized and welcoming environment for students.

Golf Coach and Summer Internship Jun 2022 - Aug 2023
First Tee of Greater Kansas City | Overland Park, KS

- Assisted in coordinating and managing a high-profile golf tournament, ensuring smooth operations and a memorable experience for participants
- Implemented innovative teaching techniques to enhance players' swing mechanics, resulting in a 15% increase in driving distance
- Plan lessons ahead of time and make activities and games for the students before each lesson
- Teach 30 kids a day from ages 4-12 important life skills and lessons throughout the sessions

Work-Study and Ambassador Dec 2022 - May 2023
Avila University Admissions Office | Kansas City, MO

- Successfully managed a work-study position while maintaining a 4.0 GPA, demonstrating strong time management and organizational skills
- Received recognition for outstanding customer service skills, consistently receiving positive feedback from both students and faculty members
- Led campus tours for prospective students and families, resulting in a 15% increase in enrollment for the upcoming academic year

Runner Jun 2022 - Aug 2022
Barber Emerson L.C. | Lawrence, KS

- Successfully managed and delivered urgent documents and packages to clients within strict deadlines, ensuring efficient and reliable service
- Received consistent positive feedback from clients for exceptional customer service and attention to detail
- Developed strong relationships with key clients, resulting in increased repeat business and customer loyalty

Crew Leader and Carhop Aug 2019 - Jul 2022
Sonic | Baldwin City, KS

- Successfully led a team of crew members and carhops, ensuring smooth operations and exceptional customer service
- Led a team of carhops in achieving a 95% accuracy rate for order delivery, ensuring customer satisfaction and minimizing errors

CAMPUS INVOLVEMENT

Sales Ambassador Nov 2023
Kansas State University

Kansas State University Club Volleyball Team Sep 2023
Kansas State University

Women In Business Aug 2023
Kansas State University

Ambassador Dec 2022 - May 2023
Admissions Office, Avila University

Student Athlete Aug 2022 - May 2023
Volleyball Team, Avila University

HONORS & AWARDS

Frank Kirk Scholarship Recipient May 2022
First Tee of Greater Kansas City

Dean's List Scholar, Recipient Aug 2022 - May 2023
Avila University