

# Ivana B. Riche

## Permanent Address

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Gladstone, MO 64119

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(999) 301-3033

## Present Address

605 Huntridge Drive  
Columbia, MO 65201

## Education

### **University of Missouri**

#### **Crosby MBA Program**

Candidate for Masters of Business Administration  
Business Generalist, May 2007  
G.P.A. 4.0/4.0

### **University of Missouri**

Bachelor of Science in Business Administration  
Emphasis in Management, Minor in Spanish  
Graduated Magna Cum Laude, December 2005  
G.P.A. 3.8/4.0

## Professional Experience

*Associate, Adecco Employment Agency, Kansas City, MO*

Summer '06, '03 Winter '03-'04

- Performed customer service, marketing, and promotional tasks for Verizon Wireless
- Prepared files and compiled 80 presentation and report packets for monthly managerial conference for Dairy Farmers of America
- Carried out various administrative tasks, including controlling switchboard, filing employee documents, and organizing postal distribution for Kansas City Downtown Airport, Clay County Courthouse, Weyerhaeuser, Inc., and Toyota Corporation

*Intern, Commerce Bank, Kansas City, MO*

Summer '05

- Worked as an Accounts Payable Clerk in the Corporate Finance Department
- Input over 150 invoices into *PeopleSoft* and imaging software daily
- Processed vendor and employee invoices for approval, payment, and distribution daily

*Intern, City of Gladstone, Gladstone, MO*

Summer '04 Winter '04-'05 i

- Served as intern to both Human Resources Director and City Attorney
- Conducted survey of more than 40 metropolitan area municipalities for salary re-evaluation
- Organized educational programs for all City of Gladstone employees via intranet
- Updated records of recent traffic legislation passed by City Council

## Activities

- SHRM program for Certificate in Human Resource Management in preparation for Professional in Human Resources (PHR) national certification exam (present)
- Big 12 MBA Case Competition ('07)
- University of Missouri, *Teaching Assistant - Management 3200- Business and Society* ('06-present)
- Alpha Gamma Chapter of Alpha Delta Pi, *Financial Advisor* ('06-present)
- MBA Association ('06-present)
- Price Waterhouse Coopers xTax Competition ('03)

## Honors

- *Scholarship Recipient*, MU College of Business, Alumni of Greater Kansas City ('05)
- *Dean's List* ('04-'05)
- *Institutional Finalist*, Truman Scholarship ('04)
- Beta Gamma Sigma- Business Honor Society ('04)
- *Scholarship Recipient*, Hallmark's Hall Foundation Annual Academic Scholarship ('03-'05)
- University of Missouri Honors College ('02-'05)

