Name

address ▫ phone ▫ email

EDUCATION

St. John Fisher College, Rochester, NY — May 2012
Bachelor of Arts in Economics, GPA: 3.8/4.0
Minor in Management
Dean's List 2009, 2010, 2011 and 2012

RELATED EXPERIENCE

Merrill Lynch, New York, NY — Summer 2011
Analyst Intern

- Developed strategic business plans that met individual client needs
- Recorded stock strategies on daily basis and the potential effects on clients
- Analyzed client segmentation allocation in the UHNW universe (proprietary software)
- Assisted in communication of new and enhanced product and services
- Researched/responded to a variety of client and financial advisor inquiries
- Completed summer long project analyzing national stock trends over the last ten years

Eagle Steward LTD., Rochester, NY — Summer 2010
Intern

- Prepared financial performance reports for Manager
- Observed sales team to learn broker services and client relations
- Assisted with the comprehensive and strategic development of an effective estate plan
- Interacted and collaborated with members of the accounting, legal operations and financial planning departments to complete various projects and basic office tasks

EMPLOYMENT

Hobby House Toys, Fairport, NY — Sept. 2008-Spring 2010
Sales Associate

- Dealt professionally with customer concerns, sensitively balancing store policies with complete customer satisfaction
- Trained total of five new employees to company standards of customer service, sales targets and marketing efforts
- Coordinator bi-annual 'Sales Day' with breaking records in sales two years in a row
- Planned and managed annual 'Gingerbread' party for up to 100 children guests

VOLUNTEER EXPERIENCE

Habitat for Humanity — Fall 2008-Present
Teddi Dance for Love — Spring 2008-2010
Rochester Soup Kitchen — December 2007

COMPUTER

Microsoft Excel, Word, PowerPoint, Outlook, Internet research techniques, Windows and Macintosh operating systems

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EDUCATION

St. John Fisher College, Rochester, NY
Bachelor of Arts in Economics Anticipated May 2013
Minor: **Management**
GPA: 3.1/4.0
Chase Scholarship recipient

RELATED COURSEWORK

Introduction to Microeconomics	Introduction to Macroeconomics
Microeconomic Theory	Macroeconomic Theory
Current Economic Issues	Economics of Social Issues

EMPLOYMENT

Rochester General Hospital, Rochester, NY March 2009 - Present
Patient Care Technician Assistant

- Provide supporting services to unit/department.
- Perform direct patient care and indirect activities to facilitate unit functioning.
- Complete clerical duties on the unit including transcription and maintenance of patient's charts.

Ruby Tuesday, Penfield, NY January 2008 – January 2009
Head Wait staff

- Supervised and trained employees to high standards of the popular family restaurant.
- Ensured excellent customer service through efficient, well organized system of food service and delivery.
- Handled customer concerns tactfully with focus on loyal patronage.

CAMPUS INVOLVEMENT

Economics Club Fall 2010-Present
Treasurer (Fall 2009-Present)

- Manage all financial aspects of the student association funded club.
- Create monthly and annual budget.
- Closely work with the club president and events chairperson to allocate funding for events during the academic year.

Member (Fall 2009-Spring 2010)

- Participate in bi-weekly club meetings and various events

St. John Fisher Men's Rugby Team Fall 2009-Present

Gospel Choir member Fall 2009-Present

Teddi Dance for Love, *Committee Member* Fall 2010-Present

TECHNOLOGY

Knowledge of SPSS and SASS programs, Microsoft Office, and Social Media