

Name

address ◻ phone ◻ email

EDUCATION

St. John Fisher College, Rochester, NY

May 2015

Bachelor of Arts in Economics

Minor: **Management**

GPA: 3.8/4.0

Dean's List all semesters

RELATED EXPERIENCE

Merrill Lynch, New York, NY

Summer 2014

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 2013

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

Fall 2011-Spring 2013

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 2011-Present

Teddi Dance for Love

Spring 2011-Spring 2013

Rochester Soup Kitchen

December 2012

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 Minor: Management GPA: 3.36/4.0 Chase Scholarship recipient	Anticipated May 2015
Related Courses	Introduction to Microeconomics Microeconomic Theory Current Economic Issues	Introduction to Macroeconomics Macroeconomic Theory Economics of Social Issues
Experience	Water for South Sudan , Rochester, NY Intern <ul style="list-style-type: none">Organized collected data to be used in documents and maps for both internal and donor use.Interacted with potential donors at large events to convince them to donate to or work with Water for South Sudan.Managed and scheduled volunteers in aforementioned events.Authored a fundraising manual for elementary schools Rochester General Hospital , Rochester, NY <i>Patient Care Technician Assistant</i> <ul style="list-style-type: none">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 <i>Head Wait staff</i> <ul style="list-style-type: none">Supervised and trained employees to high standards of the popular family restaurant.Handled customer concerns tactfully with focus on loyal patronage.	Summer 2014 March 2013 – June 2014 January 2012 – January 2013
Campus Involvement	Economics Club <i>Treasurer</i> (Fall 2013-Present) <ul style="list-style-type: none">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. <i>Member</i> (Fall 2012-Spring 2013) <ul style="list-style-type: none">Participate in bi-weekly club meetings and various events St. John Fisher Men's Rugby , <i>Team Member</i> Teddi Dance for Love , <i>Committee Member</i>	Fall 2012-Present Fall 2011-Present Fall 2012-Present
Technology	Knowledge of SPSS and SASS programs, Microsoft Office, Social Media	