

NAME

Address • phone • email

EDUCATION

St. John Fisher College, Rochester, NY Anticipated December 2017
School of Business, AACSB accredited
Bachelor of Science in Management, Concentration: Marketing
GPA 3.52; Dean's List all semesters
Presidential Scholarship recipient

RELATED COURSES

Introduction to Marketing, Marketing Research, Buyer Behavior, Business Ethics, Promotion Management

EXPERIENCE

St. John Fisher College, Rochester, NY August 2015-Present
Resident Assistant
§ Provide student support including community programming, policy enforcement, conflict resolution and mediation for resident community of up to 70 students.
§ Respond to emergency situations by contacting appropriate help as needed.
§ Participate in regular team-building and leadership workshops with fellow resident assistants; designed 'Managing Your Time' workshop.

The Toadstool, Rochester, NY June 2014-Present
Bartender/Server
§ Utilize relationship development and management skills to establish and expand customer base and satisfaction.
§ Perform duties efficiently while managing multiple responsibilities in a fast paced environment.
§ Accurately handle cash, balance drawers and make deposits.

Brook's Ice Cream Shop, Red Creek, NY Summers 2012-2013
Assistant Manager
§ Helped manage accounts with established ice cream vendors for a new shop.
§ Managed schedules and training for eight new employees.
§ Directed incoming orders and arrangement of equipment, furniture and advertisements.

ACTIVITIES

St. John Fisher Soccer Team, *Player* Fall 2014-Present
Management Club, *Treasurer* Spring 2016-Present
Student Government Association, *Representative* Fall 2015-Spring 2016

COMPUTER

Word, Excel, PowerPoint, Access, Publisher, Outlook

NAME

Address Phone Email

EDUCATION

ST. JOHN FISHER COLLEGE, Rochester, NY

School of Business, AACSB accredited

Bachelor of Science in Management; Concentration, **Finance**

May 2018

Minor, **Economics**

GPA 3.43/4.0; Dean's list five semesters

Who's Who In American Universities and Colleges, Candidate, 2016

RELATED EXPERIENCE

WEGMANS, Fairport, NY

May 2015-Present

Financial Services (October 2016-Present)

- § Update company and client financial information on database to ensure accurate communications
- § Notify customers of overdue bills and credit terms and respond to customer invoicing questions
- § Tabulate shift end balances of cash registers
- § Perform other office and financial duties as needed by supervisor

Cashier/Front End (May 2015-October 2016)

- § Recognized for enthusiastic customer service and problem solving in front desk role
- § Worked cash register efficiently with focus on professionalism and customer satisfaction

CITIBANK, Fairport, NY

Spring 2016

Commercial Lending Services Intern

- § Researched office procedures and assisted Manager to devise new detailed manual on client services
- § Collaborated with management to investigate and correct input errors within their database system
- § Participated in bank to bank presentations and workshops on a variety of relevant topics

ADDITIONAL EXPERIENCE

ST. JOHN FISHER COLLEGE, Rochester, NY

2014-2016

Peer Helper for Freshman Seminar

- § Acted as assistant instructor and peer counselor for weekly Freshman Seminar consisting of 20 incoming freshman; covered general information on academic, social and college transitions
- § Taught two classes independently on topics of time management and financial decision making

HOME DEPOT, Syracuse, NY

Summers 2015 & 2016

Sales Associate, Lawn and Garden Department

- § Received Golden Opportunity Award for outstanding customer service
- § Provided customers with enthusiastic and knowledgeable service

ACTIVITIES/ LEADERSHIP

FINANCE CLUB, Coordinator

2015-Present

EMERGING LEADERS PROGRAM

Spring 2016

COMPUTER

Excel, Access, FrontPage, Bloomberg Terminal, Morningstar