

Name

Address • address • phone • email

EDUCATION

St. John Fisher College, Rochester, NY May 2014
School of Business, AACSB accredited
Bachelor of Science, Corporate Finance
Minor, Economics; GPA: 3.54; Dean's List 3 semesters
Transfer Scholarship recipient
Courses include: Strategic Financial Management, Intermediate Financial Management,
Corporate Finance, Personal Financial Planning, Money and Banking, Accounting 1 and 2,
Math Modeling & Quantitative Analysis

Monroe Community College, Rochester, NY May 2012
Associate of Science in General Business; GPA: 3.33

RELATED EXPERIENCE

Gleason Works Corporation, Rochester, NY February 2013 - Present
Finance Intern

- Trained to assist management in various aspects of financial reporting
- Developed financial models for AR reporting and computed month-end reports
- Balanced general ledger using debits and credits for multiple purposes
- Forecasted employee head counts and machine costs using Excel and SAP
- Managed invoices in relation to purchase orders within SAP
- Researched warranty costs associated with machines and reported to management

Great Northern Pizza, Rochester, NY October 2011-February 2013
Cost Analyst (September 2010- February 2011)

- Analyzed theoretical food cost projections to actual utilization
- Revised projections of cost of goods sold and ensured profitability using Micros
- Analyzed feasibility of targeted food cost reduction goals
- Collaborated with senior management and prepared weekly reports on objectives

Assistant Manager (January 2010- February 2011)

- Trained, mentored, and collaborated with Manager on personnel decisions with a staff of up to ten employees at a time, maintaining high standards of customer service in popular restaurant
- Cross-trained employees to work as a team to expedite service
- Assessed inventory, prepared weekly orders for vendors, managed relationships
- Recognized for exceptional cash management, coin orders, and bank deposits

Server (October 2009- January 2010)

TECHNOLOGY

Extensive Excel experience, SAP business software, Micros Management software, Outlook, PowerPoint, Social Media

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FINANCE INTERNSHIP QUALIFICATIONS

- Knowledge of financial markets, financial planning and portfolio analysis through courses
- Interest in financial planning and relationship building
- Technologically savvy with minor in Computer Science

EDUCATION

St. John Fisher College, Rochester, NY

School of Business, AACSB accredited

Bachelor of Science, Corporate Finance

Anticipated May 2015

Minor, Computer Science; GPA: 3.43; Dean's List 2 semesters

- Transfer Scholarship recipient
- **Courses and Projects include:** Intermediate Financial Management, Personal Financial Planning, Corporate Finance; Group Project: Analysis of L.L.Bean's decision to open a store in Rochester, NY, Spring 2014.

Finger Lakes Community College, Canandaigua, NY

Associate of Science in General Business, GPA: 3.4

May 2013

- **Courses included:** Accounting 101 and 102

WORK EXPERIENCE

St. John Fisher College, Rochester, NY

September 2013-Present

Corporate Finance Department Work Study

- Assist department faculty with grading papers and office tasks such as making and distributing copies, maintaining student database and answering phone and in person inquiries.
- Participated in a summer brainstorming session on creating a Corporate Finance club, speakers to contact and effective methods for promoting student attendance

Wegmans Food Markets, Inc., Various Locations, NY

June 2011-Present

Front Desk/Business Office, Fairport, NY (September 2013-Present)

- Balance cashiers' drawers, act as runner with change and attend to other financial requests
- Manage refunds, product returns and membership cards
- Analyze daily purchasing logs to help inform management of trends and best sellers

Front Desk/Cashier, Canandaigua, NY (June 2012-September 2013)

- Provided focused customer service in high volume store
- Managed cash register with great accuracy and increasing speed
- Handled customer concerns with tact and efficiency

Inventory Clerk, Canandaigua, NY (June 2011-June 2012)

COMMUNITY SERVICE/CAMPUS ACTIVITIES

Teddi Dance for Love, *Treasurer/Member*

September 2013-Present

- Currently act as Treasurer for annual fund raising event which benefits Camp Good Days and Special Times
- Participant in 24 hour dance marathon, individually raising \$300 for event

Camp Good Days and Special Times, *Volunteer*

May 2011-Present

TECHNOLOGY

C++, Java, Visual Basic, HTML, Dreamweaver, Windows and UNIX operating systems, Social Media.