

NAME
Street Name City
State, Zip
Phone

**KEY
QUALIFICATIONS**

- Knowledgeable and personable with good communication skills
- Great investigative and inventive abilities which allows quick and in-depth learning
- Confident and loyal which leads to a diligent and competent work ethic
- Highly detailed and strongly motivated to be a team player
- Familiar with Microsoft Word, Works, Excel, Lotus Spreadsheets

EDUCATION

State University of New York Institute of Technology (SUNYIT) Utica, NY
Bachelor of Science, Business Administration, May 2010
Major GPA: 3.50, Overall GPA: 3.29

HONORS

Jalill & Phillipine Altongy Scholarship; Thomas J. Cahill Scholarship; Utica First Insurance Company Scholarship; National Dean's Honor List

**RELEVANT
WORK EXPERIENCE**
Sept 08 – May 10

Best Buy, New Hartford, NY
Co-op/Sales Associate

- Maintained sales and provided excellent customer service.
- Assisted and performed duties in inventory control and shipping

Sept 09 – April 10

SUNYIT Athletics Utica, NY
Sports Marketing Internship

- Assisted in marketing, research, advertising, and public relations
- Coordinated and helped execute on/off ice promotions and all duties deemed necessary for a successful game night

April 08 – July 09

HERB PHILIPSON'S ARMY & NAVY STORE New Hartford, NY
Sales Associate

- Demonstrated customer service abilities in shoes/sporting goods department
- Performed merchandising duties, which included: stock and inner-store displays

May 07 – Jan 08

MCHARRIS GIFTS, INC. Utica, NY
Warehouse Associate

- Assisted and carried out shipping and receiving duties which included packaging and distribution of merchandise
- Acquired and performed skills in merchandising

**RELEVANT
COURSES**

Financial Accounting	Finance Principles
Managerial Accounting	Marketing Principles
Organization Behavior	Human Resource Management
Management Science	Management Policy

ACTIVITIES

Business Club; Treasurer of Accounting Society; Member of Society of Human Resource Managers (SHRM); Hiking, skiing, golf.

REFERENCES

Available upon request