

Objective

Having an aptitude for collaborating across departments to reach consensus and develop a cohesive plan for engaging customers, increasing sales, and expanding customer base. Seeking a customer service position.

Skills

Microsoft Office, Mac/OSX, Theatrical Lighting, Theatrical Sound.

Work Experience

High School Intern

ABC Corporation - June 2011 – August 2011

- Worked in Diversion & Exclusion Department.
- Typed up feedback from College Intern Program.
- Utilized Excel to produce spreadsheets and input data.
- Attended seminars on mobile media and social networking.
- Helped put together a presentation with 9 other interns on Mobile Media.
- Responsible for performing general office duties that included filing, mailing, organizing files and records, stocking, copying, shredding, working with teams, and group assignments.
- Conducted research on Bloomberg terminals to reconcile bond/stock conversions and its impact on other brokerage house accounts.

High School Intern

Delta Corporation - 2006 – 2011

- Performed essential duties of the Front Desk/AYS, Kitchens and Restaurants, Maintenance, Accounting, and Housekeeping departments of a 390-room.
- Handled large amounts of money and performed basic transactions.
- Created PowerPoint presentations to demonstrate recent changes in Healthcare policies
- Attended and took notes during meetings and workshops related.
- Portfolio Evaluation Services Dept.
- Troubleshoot and reconciled daily cash, equity, and fixed income positions when account discrepancies occurred.
- Conducted research on Bloomberg terminals to reconcile bond/stock conversions and its impact on other brokerage house accounts.
- Worked in direct support of the Sports Information Director with game day and administrative duties.

Education

Bachelor's in Human Development - 2015(SUNY Oswego - Oswego, NY)