

**First Last**

Street Address

Email Address

Phone Number

City State Zip

**EDUCATION****The University of Scranton – Kania School of Management, AACSB Accredited****Scranton, PA***Master of Business Administration, Operations Management specialization, MBA GPA:**Class of 2018**Bachelor of Science in International Business, Finance and Spanish Minors, Major GPA:**Class of 2017***Universidad Iberoamerica****Puebla, Mx***Assorted advanced Spanish courses (Classes given entirely in Spanish)**January 2016***RELEVANT WORK EXPERIENCE****Angels Groundcovers****Cortlandt Manor, NY***Front Line Manager, Wholesale Distributor**May 2012 – August 2017*

- Specialized in communicating with customers and the advertising of product
- Led small team of employees in performance of day to day operations
- Oversaw and assisted in the completion of projects while achieving optimal quota satisfaction

**Hudson’s Bay Company****Wilkes Barre, PA***Operations Management Intern**June 2016 – December 2016*

- Assisted the senior management team in supervising day to day operations
- Oversaw and facilitated associate processes in multiple departments
- Acted as a translator between multilingual associates and management staff

**WORK EXPERIENCE****Peak Performance****Dutchess, NY***Field Technicians Apprentice**June 2017- January 2018*

- Assisted field technician’s in day to day operations
- Performed routine maintenance on commercial boilers throughout greater New York Area

**Stonegate COOPs****Peekskill, NY***Administrative Assistant**December 2014 – July 2017*

- Assisted management in daily operations
- Completed routine maintenance on the grounds and property
- Accomplished administrative goals while assisting residents

**LEADERSHIP****Kania School Student Advisory Council****Scranton, PA***Member**September 2016 – May 2017*

- Communicate student needs to the KSOM Dean’s office and Recruiter Relationship Manager
- Provide updates on student activities and give input on policies that affect professional development

**University of Scranton International Business club****Scranton, PA***Vice President**September 2016 – May 2017*

- Assisted in the organization of networking events
- Collaborate with other officers to host meetings, and to organize programs for members

**The University of Scranton Student Investment Fund (PRISM)****Scranton, PA***Student Analyst**October 2014- May 2017*

- Assessed companies’ financial health by balance sheet and income statement analysis
- Managed a \$450,000 top down equity portfolio that has returned 10% YTD in 2015 Analyzed stock performance to make buy/sell decisions based on DCF & P/E valuations
- Evaluated stocks in given sector with help from a team of analysts and a sector head.

**EXTRA CURRICULAR ACTIVITIES/ COMMUNITY SERVICE**

- Represented the International Business Major for University open house and preview day
- Assisted in the planning and execution of Chinese New Year festival
- Founded and Managed small entertainment business
- Worked at a vacation bible school over a two-year period
- Oversaw sound production and engineering during Dance recitals
- Participated in University of Scranton “Street Sweep”