

Name

Address – Email – Phone – [LinkedIn Profile](#)

EDUCATION

State University of New York at Geneseo, Geneseo, NY
Bachelor of Science, Business Administration (GPA: 3.64)
Student member, NY AACSB

Anticipated: May 2020

RELEVANT EXPERIENCE

Johnson Corporation, Syracuse, NY
Sales Intern

June 2017 - August 2017

- Coordinated the sales forecasting, planning, and budgeting processes used by all computer stores in the Syracuse area and ensured that quality and effective sales processes were implemented
- Exceeded annual sales goals by 6% in 2004, 11% in 2005, and 13% in 2006
- Analyzed and discussed monthly sales reports and recommendations during the monthly Board of Directors meeting

ADDITIONAL EXPERIENCE

Department of Career Development, SUNY Geneseo, Geneseo, NY
Career Mentor

August 2017 - Present

- Meet with students on a one-on-one basis to discuss internship and job opportunities
- Review resumes and cover letters during daily drop-in hours
- Track inventory for the office's career closet, Encore

Campus Auxiliary Services (CAS), SUNY Geneseo, Geneseo, NY
Marketing Intern

August 2017 - December 2017

- Developed social media campaigns to promote CAS services
- Collaborating with dining hall chefs to advertise weekly menus and specials
- Worked with Student Associations graphics department once a week to create short promotional videos

Macy's, Rochester, NY
Team Leader

August 2016 - May 2017

- Managed a team of 10 employees and coordinated tasks and breaks
- Listened to team members' feedback and resolved issues or conflicts
- Monitored employee performance and motivated employees to achieve sales goals
- Balanced the cash drawers at the end of each shift

CAMPUS INVOLVEMENT

Marketing Club, SUNY Geneseo, Geneseo, NY
Member

September 2016 - Present

Society for Human Resource Management, SUNY Geneseo, Geneseo, NY
Member

September 2016 - Present

Honors: Phi Eta Sigma (National Academic Honor Society)

Skills: QuickBooks, Adobe Macromedia Dreamweaver

Languages: French (Fluent), Spanish (Proficient)

