

EDUCATION

B.S., Business Administration, Economics Major
 Pennsylvania State University, University Park, Pa. 16802
GPA: 3.84/4.0
Expected Graduation: August 2009

ACADEMIC ACHIEVEMENTS

Honors/Related Achievements

- Made **Dean's List** *every* semester.
- Admitted to **Schreyer Honors College** Fall 2005
- Accepted into the **Economics Department Honors Program** Fall 2007
- Earned **certificate** from intensive study program at **The Mises Institute** (August 2007), a school of economics, for which tuition was paid by full scholarship.
- Awarded membership in 2 *national honors societies*: **Beta Gamma Sigma** for business students & **Phi Kappa Phi**, for general sciences.
- Gained valuable business insight through one semester **Honors Mentorship Program** with a successful local businessperson, April 2005.
- Prepared **business plan** for *grocery store* as part of honors corporate finance project. Proprietor appreciated the real-world experience I added to the business knowledge of the team of 7 students.
- Prepared a **complete financial analysis** for a publicly traded company as part of honors accounting team of four students.

RELEVANT SKILLS

- Type 60+ *wpm*
- Proficient in **all MS Office applications** & experience with many business apps like **QuickBooks**, **Peachtree Accounting**, etc
- Fluent *Spanish*, Familiarity with *French*, *Italian*, *Portuguese*, *Greek*, *Latin* & *Hebrew*
- Extensive knowledge of *computer hardware* (built 7+ desktops from scratch)
- Excellent organizational & customer service skills.

RELEVANT WORK HISTORY

Riverside High School Library

Taylor, PA

Volunteer Assistant

Free time outside of classes 1992

- Assisted librarian in update of inventory system using barcodes on all books and *data entry into the main PC*.
- Assisted in *all* aspects of operation including check-in/check-out, reshelving, patron *account management*, assisting patrons in the use of *computer resources* available as well as *research*, *troubleshoot* and *fix* problems with the computers, etc.

Penn State Worthington Library

Dunmore, PA

Assistant

Work-study Part-time 2004

- Same duties as listed above except Worthington already had the most up to date system and far superior computer resources.

Burger King

Glen Cove, NY

Supervisor

7/1993 – 2/1994

- Supervised 3+ associates during the busiest times with sales approximately averaging \$5,000+ per week.
- Responsible for running register reports & reconciling with cash drops from registers, inventory & ordering, scheduling, training new employees, and preparing bank deposits.

ICS (International Correspondence School)

Scranton, PA

Admissions Counselor

Full-time approximately 6 months in 1998

- Handled *outbound calls through PC* to prospective students using several proprietary PC apps to assist them in choosing a program.

JC Penny

Scranton, PA

Customer Service Rep

Seasonal approximately December of 1998

- Managed *inbound calls through PC* running *Windows NT* to assist customers.

ADDITIONAL

WORK HISTORY *Additional 8+ years work history on other side.*

ADDITIONAL WORK HISTORY	Edwards Supermarket	Glen Cove, NY
	Cashier/Overnight Stockperson	<i>Part-time approximately 2/1994 - 3/1996</i>
	<ul style="list-style-type: none"> Handled \$1,000+ sales on register – only part-timer to win fastest scan-rate award. Worked closely with stock supervisor to reduce shrinkage from damage & theft. 	
	Taco Bell	Glen Cove, NY
	Supervisor Trainee	<i>2/1994 – 8/1994</i>
	<ul style="list-style-type: none"> Trained for shift of 4+ associates evening shift to closing. Managed documentation of business activities both PC & hardcopy. 	
	Allied Services	Scranton, PA
	Certified Nurse Aide/Mental Health Technician	<i>11/2000 - 12/2003</i>
	<ul style="list-style-type: none"> Supervised activities of daily living of 15+ clients in off-site group home settings including transportation, medication, goal planning, etc. Managed <i>documentation</i> of client care. Awarded <i>Employee of the Month</i> in April 2003 out of approximately 2,000 employees company-wide. My work with the vehicles & clients as well as leadership & innovation were listed as the merit for the award. Saved \$10,000s in fuel, wear & tear, damage and injury by supervising the maintenance of company vehicles including selecting a better mechanic, ensuring proper air-pressure in tires, setting up a better system of monitoring mileage on the vehicles, etc. 	
	Taylor Nursing & Rehabilitation Center	Taylor, PA
	Certified Nurse Aide	<i>12/1999 - 5/2000</i>
	<ul style="list-style-type: none"> Provided direct care to 13+ intensive care residents and frequently trained new employees. Frequently made necessary repairs to equipment and facility when maintenance was short-staffed. 	
	Holiday Manor Nursing & Rehabilitation Center	Scranton, PA
	Certified Nurse Aide	<i>5/1997 - 12/1999</i>
	<ul style="list-style-type: none"> Provided direct care to 13+ intensive care residents with minimal supervision. 	
	Mountain Rest Nursing & Rehabilitation Center	Scranton, PA
	Certified Nurse Aide	<i>10/1996 - 4/1997</i>
	<ul style="list-style-type: none"> Provided direct care to 13+ intensive care residents including feeding, dressing, bathing, transporting/ambulating, etc. 	
	Konica Imaging, USA	Glen Cove, NY
	Machine Operator/Warehouse Technician	<i>3/1996 - 10/1996</i>
	<ul style="list-style-type: none"> Operated machinery used to fabricate 1,500 lb rolls of film for the print media industry. Managed all aspects of the product warehousing on the overnight shift. Saved the company \$10,000s to \$100,000s by recommending a laser guided forklift system that would prevent damage to the product and injuries to employees. 	
	PhotoCircuits Corp	Glen Cove, NY
	Machine Operator	<i>8/1994 - 3/1996</i>
	<ul style="list-style-type: none"> Operated printed circuit board machinery in several departments, led team in “lay-up” with highest output numbers & quality results, often trained new employees. Received some training for a foreman position in the Halco soldering department where I was responsible for enforcing safety policies. 	

Professional references available on request.