

My Name

Info
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EDUCATION

University of **City, State**
Bachelor of Arts in Economics 12/14

- **Courses of Interest:** Macroeconomics, Calculus, Writing in Economics, Price Theory

WORK EXPERIENCE

Information Services **City, State**
Sales Intern, Sales-Operations Group 12/12 – 1/13; 05/13 – 08/13; 12/13 – 01/14

- Responsible for completing data improvements in Customer Relation's Management
 - Constructed sales reports using utilized systems
 - Made excel spreadsheets to demonstrate revenue of e-books from universities, financial companies and medical institutions
 - Presented results to management
 - Completed sales and marketing data projects using CRM
 - Researched libraries, universities, government services and corporations to see if their information was correct in the database system
 - Constructed hotel expense reports

Raffi's Professional Cleaning Services **City, State**
Window Washer 05/12 – 11/12; 05/13 – 08/13

- Washed windows for residential homes and commercial buildings around Essex County
- Recruited new employees
- Trained new employees on proper cleaning techniques
- Assisted company owner with boat detailing and house painting

Interior Woodworking **City, State**
Woodworker 04/11 – 04/12

- Built hand made wooden cabinets with family friend
- Used a variety of machines to accurately cut wooden pieces
- Sanded, stained, and constructed wooden pieces to build cabinets

SKILLS, CLUBS & INTERESTS

Technical Skills: Netsuite CRM

Clubs: Economics Club, Ski & Ride Club, Association for Musical Performance

Interests: Guitar, Fishing, Snowboarding, Swimming, Biking