

Bruce Andrew Recht

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Education

Montgomery College, Rockville Campus

- Associates Degree in General Studies May 2015
- Activities: Student Business Association Member
- Honors: Dean's List three semesters, Academic Excellence Award

University of Maryland College Park

- Current status: Senior
- Major: Communications

Professional Experience

Intern

Paradyne Management, Inc., Greenbelt, MD October '16-Present
Keep track of assets through database system
Review and updated company contingency plans/policy and procedures
Led consulting project for The Greenbelt Community Foundation
focusing on marketing sponsorship.

Sales Representative (temporary employment)

Omega Courier, Inc., McLean, VA June '16- August '16
Research leads
Interact with clients to market courier services
Input client data into database

Cashier and Produce Clerk

Harris Teeter Supermarkets, Potomac, MD August '13-May '16
Provide excellent service to customers while working in a fast-paced environment
Motivate team members to work together and efficiently stock shelves
Lead team when managers are not present

Skills and Volunteer Experience

Volunteer Experience

Fundraising Chair for "Students Helping Honduras". Traveled for the 2nd year to help built rural school, raised \$35,000 for the chapter

Skills

Languages: Fluent in American Sign Language (ASL)\ Basic Spanish
Computer skills: Microsoft Suite/Smart Sheets/G Suite, Hootsuite, HubSpot