Erik Wojcik

(716) 698 5636 | erw7@geneseo.edu

EDUCATION

State University of New York at Geneseo | School of Business AACSB Accredited
Major: Business Administration | Minor: Data Analytics   Expected Graduation: May 2023
Cumulative GPA: 3.50 / 4.00
Major GPA: 3.70 / 4.00

PROFESSIONAL EXPERIENCE

Rich Product's Corporation   **Buffalo, NY**
Business Analytics Intern   August 2021 – May 2022
- Executed pricing deals and forms to over 1,000 districts and schools in The United States
- Reached out to regional account managers to formulate data records for sales channels and broker assignments
- Reported monthly performance and support for the commodity audit team
- Manipulated large amounts of data to determine trends in our supply channels
- Developed proficiency in customer service through daily communication with clients
- Daily usage of Microsoft Excel and used formulas to add necessary formatting to the respective report

State University of New York at Geneseo   **Geneseo, NY**
Finance/Data Analysis Research Assistant   April 2022 – Present
- Collected data from over 70 publicly traded company's annual reports
- Converted SEC filing data into an informative excel-based data file for my supervisor
- Developed individual inferences by identifying and analyzing the statistical results of the research study
- Organizes a work plan to achieve assigned project goals and implements a schedule to maximize efficiency

State University of New York at Geneseo   **Geneseo, NY**
Financial Aid Office Assistant   October 2022 – Present
- Accepts and reviews incoming student financial aid applications and related documents and prepares the files for processing
- Provide general information on admissions and financial aid policies and procedures to students, staff, and range of departments
- Handle a high volume of complex tasks and projects within specific deadlines
- Assist individuals inquiries on FASFA, TAP, and Excelsior documentation

Radigan's Irish Restaurant   **Orchard Park, NY**
Invoice Processing Coordinator / Back of House Manager   October 2017 – August 2021
- Record and enter weekly payments using Intuit QuickBooks to ensure companies operations were accurate
- Motivated new employees using hands on training to ensure team success
- Conducted a full menu price adjustment report which boosted sales revenue by 15% in first 3 months
- Lead a 6-person cross-function staff and coordinate specific roles for each member

LEADERSHIP AND COMMUNITY INVOLVEMENT

Geneseo Student Managed Investment Fund   **Geneseo, NY**
Economic Equity Analyst   January 2020 – Present
- Analyzed fundamental growth drivers via top-down and bottom-up approaches
- Managed a $700,000 investment portfolio amongst club members for SUNY Geneseo's investors
- Collaborated with fundamental long/short portfolio analysts to evaluate the predictive power of unique data sources for single stock selection
- Use quantitative and analytical skills to research individual equities using Bloomberg Terminal
- Developed a strong connection with like-minded team members moving towards the same goal

Kappa Sigma Fraternity   **Geneseo, NY**
Tau-Alpha Chapter Grand Treasurer   November 2020 – November 2021
- Managed over $25,000 amongst 50+ fraternal members; reduced costs totaling 20% over two semesters
- Illustrate proper regulation and allocation of our chapter's finances to ensure punctual payments to nationals
- Daily usage of general journal as well as monthly budgeting of revenues and expenses
- Founded own alumni network to pass down to successors to receive donations from graduated fraternity members
- Orchestrated a donation of $5,000 to the Breast Cancer Research Foundation

ADDITIONAL INFORMATION

Other Involvement: Phi Eta Sigma National Honor Society, Betta Gamma Sigma International Business Honor Society, Kappa Sigma Social Fraternity Member
Relevant Coursework: Investments, Managerial Finance, Business and Economic Statistics, Advance Data Analytics
Skills: Verbal and Written Communication, Microsoft Office, Bloomberg Terminal Certified, Intuit QuickBooks, Python, PowerBI, Microsoft Teams, SAP, Annual Report Analysis