

Patrick J. Tracy

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OBJECTIVE

Seeking full-time job opportunity in the real estate field utilizing analytical, communication, and management skills

EDUCATION

University of Connecticut, Storrs, Connecticut

May 2015

Bachelor of Science in Business – Real Estate and Urban Economics: GPA: 3.37/4.00 Major GPA: 3.5/4.00

PROFESSIONAL EXPERIENCE

Department of Labor, Bureau of Labor Statistics, Boston, MA

June 2014 - August 2014

Junior Economist

- Executed data collection and analysis for 2013 Survey of Occupational Injuries and Illnesses while utilizing customer service, interpersonal skills, and technology to achieve valid survey responses to assist regional OSH branch reach its data collection requirements
- Researched business establishments using online sources and internal databases by utilizing self-management skills to identify incorrect, incomplete, or updated survey establishment information to help resolve survey reporting problems
- Assisted in coding occupational injuries and illnesses using the Occupational Injuries and Illnesses Classification System while utilizing planning and evaluating skills to code case records for Massachusetts, New Hampshire, Rhode Island, New York, Puerto Rico and Virgin Islands
- Provided key deliverable monitoring assistance for states in the Boston District to the branch chief to identify problem areas by creating and continuously editing status reports on excel spreadsheets
- Helped regional OSH branch resolve and complete fatality cases by obtaining additional information using various on-line sources including media reports
- Validated industry codes of private sector companies who were not in compliance with OSH reporting requirements
- Developed an awareness of industry specific demographics on the most hazardous occupations
- Increased geographic knowledge for the Northeast region

La Quinta Inns and Suites, Somerville MA

June 2013 – June 2014

Front Desk Service Representative

- Provided high quality customer service to hotel guests while assessing and accommodating their hospitality needs
- Explained all geographic layouts in the surrounding area as well as events and activities occurring in the area
- Performed night audit for the hotel on a daily basis; managing rooms sold, occupancy summaries, credit checks
- Collaborated with general manager of property in order to achieve “perfect sells” for the hotel

Somerville Special Needs Summer Camp Program, Somerville, MA

June 2008 - September 2012

Senior Camp Counselor

- Supervised all special needs camp members ages 8-20
- Organized field trips to local areas as well as day-to-day activities at the camp

University of Connecticut Recreational Services, University of Connecticut, Storrs, CT

August 2011 – May 2013

Intramural Referee

- Collaborated with teams of referees while effectively using conflict management skills to control the temperament of each sports match

CAMPUS INVOLVEMENT

University of Connecticut, Storrs, CT, Delta Sigma Pi

Fall 2012-Present

Professional Co-ed Business Fraternity, Vice President- Chapter Operations

- Served as the Vice President of Chapter Operations for the fraternity; kept in constant contact with the central office of the national fraternity while keeping minutes of each fraternity chapter meeting

VOLUNTEER

Best Buddies, University of Connecticut, Storrs, CT

September 2011-September 2012

- Big Buddy

COMPUTER SKILLS / CERTIFICATIONS

O*NET, ExcelOM, DOL Databases, Access Microsoft Office (Word, Excel, PowerPoint) Argus DCF and Enterprise trained