

Josh Nassif

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1/15/19

Ms. Tara Wilder
HR Consultant
Cornell University

Dear Ms. Tara Wilder:

I am writing to express my interest in the “Administrative Assistant III – Department of Economics” position listed on the Cornell University Workday website. I am very interested in joining the Economics Department and feel that I possess the skills required to succeed as an Administrative Assistant.

In my current position I regularly work quickly and effectively under pressure. It is important to me to efficiently prioritize and complete tasks, and I am skilled in the requisite Microsoft programs and their Google Docs counterparts. I have basic familiarity with FileMaker and feel that my experience working with similar software programs will allow me to quickly expand my skill-set within FileMaker as necessary. Additionally, I have experience in website creation and editing and will be able to provide any assistance needed for website maintenance. I enjoy being part of a team working towards a common goal and look forward to the opportunity to learn from and collaborate with all members of the Economics department.

I have attached my resumé here and look forward to the opportunity to further discuss this position. Please feel free to contact me at your convenience and let me know if there is any additional information or documentation I can provide.

Thank you in advance for taking the time to review my application.

Sincerely,

Josh Nassif

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SUMMARY

Highly motivated, detailed oriented individual with extensive experience utilizing various software to display and utilize data, and solve problems. Seeking an opportunity to further develop skills and gain experience in a collaborative, academic environment.

TECHNICAL SKILLS

Computer Software: Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint), Google Docs, DB Browser

Programming: database design, implementation, testing and maintenance of code, web-page development

Languages: Python, R, SQL, HTML

EXPERIENCE

Online Poker Professional

May 2008 – PRESENT | Self Employed

- Heavily rely on attention to detail, high level multi-tasking, self-motivation, and discipline
- Utilize in-depth understanding of probability and statistics daily to optimize probability of success
- Employ software to analyze individual decisions utilizing Monte Carlo simulations and expected value calculations

Software Development and Web Design

January 2018 - PRESENT | Independently developed, tested, and de-bugged all programs.

- **Program: Arbitrage Finder**
 - Uninterrupted, real-time data import and update to identify advantageous investments from multiple markets
 - Employs Python to efficiently organize, clean and iterate through data
- **Program: Daily Fantasy Sports Lineup Optimizer**
 - Utilizes R to collect, manipulate, and combine data from multiple online databases
 - Applies solver to compare all permutations of imported data to identify and output optimal solutions based on given parameters
- **Program: Small Business Solutions**
 - Designed GUI interface to allow to simultaneous use by servers and cook-staff to communicate orders in real-time
 - Utilized SQL to build complex relational database to track employee productivity and restaurant inventory

CERTIFICATIONS and EDUCATION

May 2018: BerkeleyX: Foundations of Data Science: Computational Thinking with Python

May 2008: Louisiana State University – Alexandria, *Bachelor of Science in Psychology*