**EDUCATION**

**Bachelor of Science in Business Administration,** Worcester State University, 2012

**Bachelors of Art in History,** Worcester State University, 2015 **PROFESSIONAL EXPERIENCE**

**GT Distributing, Uxbridge, MA 2010 – Present (Part-Time)**

***Assistant Manager***

* Support and execute all company sales and marketing initiatives both internally and externally. These initiatives include, but are not limited to, implementation of sales/marketing strategy, SEO tools and strategy, market research and analysis, developing customer relations and promotions.
* Plan and develop marketing communications and customer relations to promote the company products/services and further the company's sales objectives.
* Work closely with high level customers in support of customer marketing and public relations efforts to develop markets.
* Work closely with Manager, Dealers and Manufacturers to develop and implement sales and service for clients.
* Provide routine internal and external communications on projects, activities and issues.
* Oversee activities to create, write, produce, photograph and supervise distribution of product and current inventory, sales newsletters and sales tools. Attend relevant conferences to network with potential Manufactures, Dealers and clients to establish a market presence in New England.

**AVT Properties, - 12/2011 - Present (Part-Time)**

***Commercial Property Assistant Manager***

* Strictly monitor and supervise portfolios of multiple commercial real estate properties.
* Meticulously lead the collection of rent and payment of expenses; ensure compliance with lease terms; and prepare required legal notices.
* Maintain ongoing and professional relationships with tenants by addressing their needs and concerns in a prompt manner, resulting in tenants satisfaction and high level of retention.
* Exemplify proficiency in marketing and leasing of properties; demonstrating space; verifying prospective tenants; and negotiating new leases and renewals.
* Handle the preparation and completion of lease documents, annual budgets, capital expenditures, forecasts, management plans, and monthly performance reports, variance reports, along with management and pipeline reports.
* Execute superior management skills in directing the overall aspects of financial operations of property to secure timely rent collection and payment of mortgages, taxes, insurance, payroll, and maintenance bills.

**Material Sampling Technologies, North Smithfield, RI 1/2011 - 11/2011**

***Market Research Analyst Internship***

* Responsible for collecting market data and evaluating information from diverse market sources.
* Responsible for the development of client reports on material assays.
* Making sure that methods of data collection are effective and accurate.
* Making recommendations to senior managers based upon research findings.
* Work with external data suppliers regarding data accuracy and integrity.
* Defining target markets and opportunities within them.

**Eastern Equipment Company, Kinston, North Carolina 1/2004 - 12/2005**

***Business Development (Part-Time)***

* Helped manage existing accounts and constantly looked for new opportunities (online, conferences, cold calls, visiting various restaurants)
* Responsible for delivering, shipping, and receiving.

**SKILLS & EXPERTISE**

Multi-Media Marketing, Time Management, Market Research, Budgeting/ Forecasting, Customer Relations, Prospecting/ Client Cultivation, Account Development, Organizational Skills, Proficient in word, Excel, PowerPoint, WordPress,   
Write and speak English and Greek fluently. Familiar with Spanish.