

Summer Financial Analyst Summer Financial Analyst Financial Analyst - MobilityWorks Columbus, OH A highly motivated worker, eager to gain entry-level experience in the legal sector. Work Experience Summer Financial Analyst MobilityWorks - Cleveland, OH May 2019 to Present Volunteer Pancreatic Cancer Action Network - Cleveland, OH July 2011 to Present Participated in annual fundraising event to support victims and families of pancreatic cancer Scholarship Chair Tau Kappa Epsilon Fraternity - Cleveland, OH January 2018 to January 2019 Maintain database of members and majors to provide resource, support, and assistance to other members in academics Project Recruiter Searchmasters Inc - Cleveland, OH May 2018 to December 2018 Recruited and placed senior level finance and operations professionals for local and national manufacturing and engineering companies Led a project team to help staff a Fortune 500 aerospace components manufacturer Supported recruitment projects totaling \$2.5M in revenue quarterly Generated \$125,000-\$150,000 in revenue for the company through 5 placements, in one summer General Contractor Done Right Home Solutions - Cleveland, OH June 2016 to December 2017 - Cleveland, OH June 2016 - Dec. 2017 Completed numerous renovation projects on various properties Developed interactive website to enhance company growth and marketing Assisted contracting teams with estimates and renovations Grounds Crew Staff Done Right Home Solutions - Broadview Heights, OH May 2017 to August 2017 Prepared and Maintained athletic fields for recreation and travel programs Facilitate, maintain, and coordinate various public events within the city Database Administrator Searchmasters Inc - Cleveland, OH March 2016 to August 2016 Called on industrial clients to update internal contact information Performed database entries of new hiring contacts to update clientele database Campus and Community Involvement Youth Educator H.U.D.D.L.E - Brecksville, OH August 2012 to May 2016 Educated middle schoolers on the harmful effects of drugs and alcohol Organized monthly lessons to positively influence the youth in the city Education Bachelor of Science in Business Administration The Ohio State University, Max M. Fisher College of Business August 2016 to May 2020 Diploma Brecksville Broadview Heights High School August 2012 to June 2016 Additional Information Skills Microsoft Excel, Word, PowerPoint, Outlook, Access; Adobe Acrobat; Cold Calling; Networking Strong written, verbal communication

and interpersonal skills Excellent grasp of economic and accounting principles and practices

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