

Sales Intern Sales Intern Database Administrator - Get It Swift Books Jackson Heights, NY  
Achieved GPA 3.59, Student of Alpha Sigma Lambda Honor Society. Authorized to work in the US  
for any employer Work Experience Sales Intern Schneps Communications Inc - Bayside, NY  
January 2018 to April 2018 Completed daily administrative tasks to ensure the functionality and  
coordination of the department's activities Assisted the manager in writing reports and analyzing  
data Collaborated in the development of marketing communications and campaigns Posted  
online content to the organization's websites Supported marketing executives in special projects  
and initiatives Database Administrator Get It Swift Books - Jackson Heights, NY January 2015 to  
August 2017 Perform a variety of administrative tasks such as updating database records, adding  
modifying existing records, and deleting unnecessary files Maintain inventory database, create  
purchase orders and upload files Update customer and vendor databases Create, convert,  
format and scan documents Cultivate strong business relationships with customers to drive  
business development Education Bachelor in Business Administration in Management Plaza  
College - Forest Hills, NY April 2018 Skills EXCEL, OUTLOOK, POWERPOINT, MICROSOFT  
WORD, ADOBE PHOTOSHOP Certifications/Licenses Office Technology, MS Word, PowerPoint,  
Alpha Sigma Lambda, Trustee's List, President's List, Dean's List. Present Additional Information  
SKILLS: Microsoft Word (Certified), Excel, PowerPoint (Certified), Access, Outlook, Photoshop,  
Quickbooks, Fluent in English and Bengali.

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