**Brendan St.Marie**

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**Objective:**

My goal is to obtain an entry level position where I can improve on existing business skills and receive hands on business experience in the field of Finance.

**Education:**

**Bachelors of Science Degree in Business Administration** received August 2013

University of Oregon, Lundquist College of Business (Eugene, OR)

**Associate of Science Oregon Transfer Degree** received June 2011

Portland Community College (Portland, OR)

**Experience:**

**Shipping Associate,** *Postal Works* (Portland, OR)October 2007-September 2011

* Designed and created promotional materials in conjunction with the store owner, which helped the business better advertise and sell its products and services
* Communicated with customers efficiently in person and over the phone, allowing more customers to be served and increasing overall customer satisfaction
* Demonstrated an eye for detail in recording and stocking inventory, in addition to handling product shipments of great value
* Generated accurate reports of business profits, monthly sales, customer traffic, and transactional data with the owner/manager in order to maintain business operations

**Volunteer Committee Member**, *Ducks Unlimited* (Beaverton, OR) October 2008-October 2010

* Planned, organized and managed fundraising events with the committee Chairman, resulting in grossing approximately $30,000 for wetlands conservation

**Student Manager**, *Monkey Subs/Westview High School* (Portland, OR) September 2008-June 2009

* Supervised operation of alternative lunch-time program, responsible for ordering inventory, managing work processes, and delivering product to school efficiently
* Managed approximately 10 student-workers by creating and distributing a monthly schedule (using Microsoft Word) and training them in all aspects of their jobs (cashiering, etc.)

**Awards:**

* **President’s List Award Recipient**, Winter Term 2011

*Portland Community College, Portland, OR*

* **Honors List Award Recipient**, Winter Term 2010

*Portland Community College, Portland, OR*

* **2 Time Dean’s List Award Recipient**, Spring Term 2010 and 2011

*Portland Community College, Portland, OR*

* **2nd Place State DECA Competition**, February 2009

*Entrepreneurship and Promotion Category*

**Skills**:

* Intermediate level Microsoft Word, Intermediate level Excel, Intermediate level PowerPoint