

Alexander Burke

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EDUCATION

University of Massachusetts Amherst
College of Social and Behavioral Science

Amherst, MA
Candidate, May 2026

Bachelor of Science in Managerial Economics

- Dean's List

Immersive Business Consulting Course

Barcelona, Spain

- One semester course working with Kala a health startup.
- Provided detailed and actionable marketing and entry plans.

Jan 2025 – May 2025

EXPERIENCE

Lease Administration Solutions

Wakefield, MA

Lease Auditor and Analyst

June 2023 - Present

- Read and interpreted commercial retail leases, reconciliations, tenant ledgers, and general ledgers.
- Cultivated skills in concise business communications with clients and Lessors.
- Communicated on behalf of the client to dispute overcharges, verify costs, and correct billings.
- Recovered clients over \$500,000 through detailed financial and digital investigative analysis.

The Beacon Restaurant

Marblehead, MA

Busser / Foodrunner

June 2023 – Aug 2024

- Collaborated as a team with servers and the kitchen to facilitate a high standard of dining for patrons.
- Coordinated smooth transition of patrons in a high-pressure fast paced environment.

Crosbys Marketplace

Marblehead, MA

Cashier

June 2020 – August 2022

- Handled transactions and customer service for a variety of customer needs.
- Collaborated with managers and baggers to continue the smooth operation of the store.

ACTIVITIES

Marblehead Festival of Arts (Volunteer)

Marblehead, MA
2015 - Present

- Work as a team to build professional grade stages for performers.
- Transitioned to a leadership role in recent years and directed the construction and deconstruction of aspects of the project.

Extracurriculars

Amherst, MA

- Microsoft Excel Collegiate Challenge Participant
- University of Massachusetts Ski and Board Club Board Member
- University of Massachusetts Resource Economics Society Member
- University of Massachusetts Freeride Co-Founder, Social Media Executive, Treasurer
- Intramural Soccer Captain

SKILLS

Computer: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access, SAS, Tririga, ChatGPT