

# David Shannon

San Diego, CA 92110

(408) 355-4512

davidshannon@sandiego.edu

---

## EDUCATION

---

**University of San Diego**, San Diego, CA

Expected May 2017

*Bachelor of Business Administration in Business Economics*

GPA: 3.57

*Minor in Political Science*

USD Scholarship awarded for excellence  
in academics and extracurricular activities

AP Scholar with Distinction

Deans List, First Honors Fall 2013 – Fall 2014

Dean's List, Second Honors Spring 2015

USD Honors Program

**John Cabot University**, Rome, Italy

Aug 2015-Dec 2015

- Lived in the heart of Rome in an off-campus apartment
- Traveled throughout Europe

## EXPERIENCE

---

**Groupware Technology**

Campbell, CA

*Accounts Payable Intern*

Summer 2016

- Assisted the Accounts Payable team with invoices, balancing statements, and module creation
- Restructured and analyzed GroupWare fixed assets database
- Organized and analyzed Internal Orders, No Charge, and Tax Returns portfolios

**California Blinds Company**

Campbell, CA

*Installation and Set-Up Specialist*

Summer 2014, 2015

- Technical support in installing window covers and blinds
- Maintenance and repair of window covers and blinds

**Opes Advisors**

Los Gatos, CA

*Mortgage Set-Up Specialist*

Summer 2012

- Organized and filed mortgage documents
- Operated specialized computer data system

## LEADERSHIP EXPERIENCE

---

Member of Phi Gamma Delta Fraternity

2013-Present

Risk Manager of Phi Gamma Delta Fraternity

Spring 2014-Fall 2015

Ambassadors Club

2013

## SKILLS AND INTERESTS

---

Proficient in Word, Excel, PowerPoint and Internet research

Microsoft Office Specialist for Office Excel

Proficient in NetSuite and Salesforce

Experienced with STATA Statistical Software

Golf, Fantasy Football, Woodworking