**Brian Edward Duggan**

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**TECHNICAL SKILLS**

**Web Development –** HTML, CSS, JavaScript & JQuery proficiency

**Microsoft Office** – High level of proficiency in Microsoft Word, Excel, PowerPoint and Outlook

**Operating Systems –** Experience with Windows and Mac

**Bookstore Internal Software** – Experience with Wordstock, Text-Aid, Sapient Accelerator, Text Net 2, Oracle People Soft Financials, and Footprint

**WORK EXPERIENCE**

**BookCulture,** New York, NY **Nov 2013 – Oct 2015**

***Shipping & Receiving Manager***

• Duties include but are not limited to managing incoming shipments, maintaining accurate inventory, analyzing stock resale value, and customer service.

**Barnes and Noble College Dec 2009 – Oct 2013**

**Yale Bookstore,** New Haven, CT **Apr 2012 – Oct 2013**

***Textbook Manager***

• Acted as lead buyer for print and electronic materials under strict deadlines.

• Provided consultation as primary liaison between faculty of prestigous university and publishers or other content providers.

• Negotiated timely delivery and pricing of materials with publisher sales representatives.

• Administered the book department in accordance with corporate budgets and protocol to assure maximum sales.

**Barnes and Noble at Boston University,** Boston, MA **Dec 2009 – Mar 2012**

***Textbook Supervisor Jan 2011 – Mar 2012***

• Managed the sales floor during high volume rush periods while overseeing a staff of over forty employees to fill and process between 6,000 and 12,000 online orders per semester.

• Administered the returns process utilizing extensive Text-Aid knowledge.

• Acquired a strong set of problem solving skills regarding order fulfillment issues.

***Regalia Coordinator Feb 2011 – May 2011, Mar 2012***

• Managed day-to-day activities of the graduation department including the ordering of graduation regalia leading to $400,000 in student sales.

• Coordinated with faculty, staff, and Herff Jones to achieve $120,000 in overall university purchases.

***Arena Sales Supervisor Nov 2011 – Mar 2012***

• Staffed and managed the logistics of an off-site sales location.

• Compiled and analyzed sales spreadsheets for Terrier Hockey and Basketball.

**City of Warwick Parks and Recreation Department,** Warwick, RI **Jul 2007 – Aug 2007**

***Supervisor***

• Oversaw a small group of high school students clean public parks.

**City of Warwick Division of Taxation,** Warwick, RI **Jul 2006 – Aug 2006**

***Clerk***

• Organized public tax payments and maintained files.

**EDUCATION**

**Flatiron School,** New York, NY **Feb 2015 – May 2015**

Night course in Front-End Web Development

**Boston University, Boston, MA** **Sep 2005 – Aug 2009** Bachelor of Arts, International Relations

***Specializing in Economics, Development and Eastern European History***

**American Institute for Foreign Study,** London, United Kingdom **Jun 2008 – Jul 2008**

Business and Politics in the European Union