

Camryn Buonacore

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EDUCATION

University of Massachusetts Amherst, Amherst, MA.

Candidate, May 2024

Isenberg School of Management

Bachelor of Business Administration in Marketing; GPA: 4.0

Lorenzo de Medici Institute

Florence, Italy

API Study Abroad Program

January 2023 - May 2023

EXPERIENCE

Swaponz

Natick, MA

Marketing Intern

May 2023 - present

- Develop and conduct marketing campaigns to promote products to a new customer base
- Organize and guide an ambassador program of ten individuals for a social media presence
- Participate in weekly meetings with the CEO about upcoming events and business strategies
- Facilitated a collaboration between Swaponz and Women in Business for product promotions

Paul's Diner

Westford, MA

Assistant Manager

May 2018 - present

- Assist the manager in the ordering of daily food inventory and the weekly processing of payroll
- Provide excellent customer service in person and over the phone with a profound knowledge of the menu
- Created Facebook and Instagram accounts to promote the diner and generate over 200 online connections
- Support in the execution of catering events, including menu selection and food and beverage presentation

Bookkeeper

August 2022 - present

- Document and record financial transactions using QuickBooks with a focus on income and expenses
- Track and interpret the company's daily receipts to forecast trends in sales growth and revenue
- Reconcile five separate bank accounts at the end of each month before sharing them with accountant

Courtside Café

Amherst, MA

Supervisor

September 2021 - present

- Operate the POS system and regularly count the money safe to ensure proper balancing at day's end
- Manage business operations while ensuring proper safety and sanitary measures throughout the cafe
- Oversee employee performance and assist in new employee training initiatives and responsibilities

Huntington Tax Partners

Bedford, MA

Intern

January 2020 - March 2020

- Sorted pay stubs and W-2 forms in appropriate order for filing purposes and easy accessibility
- Organized tax documents and financial statements to allow more time for partners to meet with clients
- Prepared and reviewed completed folders to then be approved and adjusted by tax partners

ACTIVITIES

Women in Business

Amherst, MA

Executive Board Member- Co-Social Events Director

Fall 2022 - present

- Support club members in their navigation through college and prepare them for a successful future
- Coordinate and plan engaging events to bond the Executive Board with the general student body members
- Collaborate with marketing directors to efficiently promote social events through emails and social media

Heroes League

Westford, MA

Volunteer

Fall 2018 & Fall 2019

- Supported children with disabilities by giving them the opportunity to experience a sports game in action
- Coordinated baseball games and motivated players by being a full participant and their biggest fan
- Created a community of welcoming and accepting volunteers to ensure a safe surrounding environment

SKILLS

Technical: Proficient in Microsoft Excel, Advanced in Microsoft Word and Microsoft PowerPoint; QuickBooks

Interests: Travel, Cooking, Fashion, Snowboarding, Volunteering, Photography