

Jarett Burwell
154 Randolph ave
Jersey City, New Jersey 07305
(551) 697-9975
jburwell19@gmail.com

Objective: To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Education:

Bachelor of Science in Finance, December 2014

New Jersey City University, Jersey City, NJ - GPA: 3.0

Related Courses:

- | | |
|------------------------|------------------------|
| • Accounting II | Business Law II |
| • Money and Banking | International Business |
| • Writing for business | Business Statistics |

Professional Experience:

First Investors, Woodbridge, NJ - Intern January 2014- March 2014

- Assisted Vice President in day to day operations
- Made cold calls to clients
- Assisted stockbrokers in processing IRA accounts
- Assisted sales regional manager in acquiring new employees
- Created spreadsheets to analyze week to week operations
- Created spreadsheets for monthly expenses

Brackins Corner Grocery, Jersey City, NJ - Store Manager, 2005 – 2013

- Take inventory of all merchandise
- Provide excellent customer service
- Manage all employees

United Parcel Service (UPS) Secaucus, NJ - Facility Porter (Summer Replacement) - 2010

- Monitor debris on conveyor belt
- Maintain function of conveyor belt
- Maintain Cleanliness of facility

Skills: MS Office (Word, Excel, PowerPoint, Outlook), QuickBooks

Activities: New Jersey City University Business Society

References: Available upon request