HILARY D. RUBY

1500 Avenue at Port Imperial, Apt. 445, Weehawken, NJ 07086
Phone: (201) 618-3425 E-Mail: hruby09@gmail.com

EDUCATION:
W. Paul Stillman School of Business, Seton Hall University, South Orange, NJ
 Bachelor of Science, Economics, 2013 (Expected)
- GPA: 3.5, Dean's List
- Economics Honor Society, Inducted Spring 2012
- Sophomore Academic Achievement Award for Economics

PROFESSIONAL EXPERIENCE:
Honeywell International Inc., Morristown, NJ   May – August 2010, 2011, 2012
Risk Management Intern
- Streamlined insurance policy data and built and administered risk management databases using MS Excel
- Transitioned insurance policy documentation to a digital format. Catalogued electronic files to ensure proper information management
- Collaborated with risk management team to identify undeclared claims for recovery
- Provided visible administrative support to risk management group

Seton Hall University Athletic Department, South Orange, NJ   January 2012 – Present
Academic Tutor
- Provide academic support to Division I student athletes majoring in Business and Economics

5 Star Hotel Capital Advisers, Glen Rock, NJ   June 2009 – September 2011
Analyst
- Conducted research to identify potential markets for hotel air filtration system. Classified findings according to the number of rooms and hotels in chain and investment groups
- Created summaries in MS Excel and contributed data to strategic marketing plan

Ali's Photography, Lake Hopatcong, NJ   May 2005 – April 2009
Photographer's Assistant
- Assisted sports photographer with group and individual shoots. Organized frames at shoots to ensure photo identification. Created customer database using MS Excel

VOLUNTEER EXPERIENCE
Stillman School Examination Proctor, South Orange, NJ
September 2011-Present

Rebuilding Together Bergen County, Glen Rock, NJ **May 2011 – Present**

Washington Square Outdoor Art Exhibit, New York, NY **May 2010 – Present**

PROFICIENCIES

Microsoft Office Suite, IMovie, Adobe Photoshop, Social Media Platforms, Scholarly Research Databases