

PETER ANDREW MANI
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Education

College of Charleston

Charleston, SC

Bachelor of Arts, May 2015

- Double Major: Economics & Business Administration

Experience

National Foreign Trade Council

November 2015 – Present

Intern, New York, New York

- Assist in data entry for all member companies and their employee representative's information
- Assemble company overviews for potential new members and assist in new member acquisition
- Assist with maintaining records of all NFTC associated companies
- Assist with other administrative tasks as required

Charleston Battery Soccer Club (member of the USL Pro League)

February 2014 – December 2014

Operations & Marketing Intern, Charleston, SC

- Responsible for all game-day preparations and operations including 7,000 person stadium set-up, halftime activities, post-game statistics and referee reports to USL
- Led promotional distribution and event marketing activities across greater Charleston area
- Assisted with both individual game and season ticket sales
- Assisted with booking and set up of large scale game day events and corporate outings
- Assisted in running the team's social media platforms including twitter and Facebook
- Assisted in hiring and placement of all game-day staff and volunteers
- Assisted in preparing both pre-match and post-match reports for team website

The Market Basket

Summers 2012-2013

Catering Coordinator, Franklin Lakes, NJ

- Assisted in the planning and execution of resident and corporate events across NJ
 - Coordinated and distributed delivery schedule for 40 trucks
 - Assisted chef in food preparation

Wyckoff Recreation Soccer Camp

Summers 2012-2013

Camp Director, Wyckoff, NJ

- Organized drills, skill practice, and games
 - Responsible for 50 elementary aged children
 - Taught social, creative and group interactive skills

Activities

College of Charleston Intramurals

- Captain for soccer and softball teams

Touch the World Ministry

- Participated in five mission trips in the US and Caribbean to repair/restore homes

Torpedoes Travel Soccer Club

- Goalie for elite travel team from age 7 -18

Ramapo High School, Franklin Lakes, NJ

- Varsity Soccer and Baseball

Additional Info

- Proficient with Word, Excel, Access, Adobe In-Design, Photoshop

