

**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