**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