**Jarett Burwell**

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(551) 697-9975

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

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**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