Professional Summary

To obtain a position where I can utilize my Bachelors Degree in Business Management and Economics. I have expertise in many facets of business operations with exposure in finance, marketing, product placement, sales and the customer relationship. I am self-motivated and consistently pursuing new challenges; expanding my knowledge and stretching my abilities. I am actively seeking a position where I can utilize my skills to benefit an employer and grow professionally.

Education

**Bachelors of Science, Business Management**  5/10

*Concentration in Economics*

SUNY Empire State – Saratoga Springs, NY

Experience

**Advertising/Public Relations Intern** 1/14-6/14

Vizibal, LLC.

* Maintained tracking reports of public relations activities and developed initial launch media kits.
* Provided support to social media efforts.
* Entered contact information into Nimble, contact management system.
* Developed sales leads and tracked client relationships to support sales growth efforts.
* Prepared investor presentations and updated financial predictions based on investor feedback.
* Acted as a liaison between the company and a web development company in Belgium to monitor the progress of website development with a budget of $75,000.
* Assisted in the creation of signage, e-mail campaigns, online promotion, etc.
* Performed analysis of marketing and sales data to identify opportunities for growth and areas that provided a weak response to marketing efforts.
* Assisted in the distribution of marketing materials.

**Project Coordinator** 1/14-5/14

YMCA

* Developed presentations and delivered corporate messages to the community.
* Coordinated development and implementation of the afterschool program.
* Developed program overview and worked with staff to plan daily activities.
* Managed behavioral incidents beyond the control of group leaders and maintained a high level of behavioral expectations.
* Maintained records needed for program administration.
* Performed other duties as assigned.

**Drivers Helper/Seasonal Delivery**  11/13-12/13

**UPS**

* Assisted UPS driver on the delivery route.
* Handled packages and took direction from driver.

**Bank Teller/Customer Service/Sales** 2/11- 4/13

Community Bank N.A.

* Provided assistance to customers using quality service standards.
* Accepted deposits, verified cash and endorsements.
* Cashed checks within limits assigned referring exceptions to supervisor.
* Accepted savings deposits and withdrawals.
* Prepared individual daily settlements of teller cash and proof operations.
* Organized potential sales opportunities while conducting daily customer transactions.
* Observed and acted on opportunities to create appointments for Sales Representatives, Financial Service Representatives, and Lenders.
* Researched customer accounts, sent out prospecting letters, and followed up with customers by telephone.
* Promoted specific bank products when applicable.
* Made customer service related telephone calls.
* Accepted loan, utility and other payments.
* Issued money orders, cashiers’ and travelers’ checks and correspondent bank drafts.
* Conducted cross sales for Credit Card and Debit Card promotions.