**Timothy Fontaine**

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Campus Address Home Address

20700 North Park Boulevard. 67 Warde Terrace

University Heights, Oh 44118 Fairfield, Ct 06825

Phone: 216.397.4294 Cell: 203.521.2282

**OBJECTIVE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* To obtain a position involving the operational management of goods and services. Interested in construction project management as well as supply chain management and logistical coordination.

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**John Carroll University,** University Heights, OH

* AASCB Accredited Boler School of Business
* Graduated in May 2011
* Bachelor of Science in Business Administration
* Major: Management
* Dean’s List student

**Fairfield Warde High School,** Fairfield, CT, Graduated May 2007

* Honor roll student and Scholar Athlete: Baseball, Lacrosse, Cross Country

**EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Big Fish Promotions, Marketing Team Associate Glastonbury, Ct**

* Promote new products for Dunkin Donuts **9/08-Present**
* Set up events in Cleveland, Cincinnati Hartford and Pittsburgh
* Helped smaller company expand to Midwest market while attending college
* Interact with customers and provide information regarding the launch of new products

**Fairfield University Finance/Accounting Intern Fairfield, Ct**

* Generated reports for investments and capital projects **5/06-8/09**
* Input data into Microsoft Excel and Banner General Ledger System
* Compiled insurance lists using Excel
* Collected and organized inventory analysis data

**Child Link After School Program (Jennings Elementary School) Fairfield, Ct**

* Helped students with homework assignments and reading **9/06-3/07**
* Coordinated games and activities for a range of different age groups

**Wakeman Boys and Girls Club Southport, Ct**

* Coached youth basketball teams teaching fundamentals **1/04-6/07**

**SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Proficient with Microsoft Office 2007, including Microsoft Project Manager
* Knowledgeable with Sage’s fixed asset software from previous internship