Leah Bugryn

340 Maple Ave Bristol, CT 06010

(860)-841-9681

**Objective:**

To secure a position in Sales or the business and management field as a secretary / front desk clerk.

**Education:**

         Briarwood College

                                    2279 Mount Vernon Road Southington, CT 06489-1057

            September 2007 – December 2009

             Associates Degree in Business and Management

**Employment:**

         L.A Fitness September 18, 2010 – present

1379 Farmington Ave Bristol, Bristol CT 06010

(860)-516-4200

Sales Rep.

Collecting / calling leads, marketing 2 hours a day outside of club, giving tours

**Internship:**

         Nationwide Conveyor Specialist, December 2007 – March 2009

                                     130 South Riverside Ave Pequabuck, CT 06781

                                    (860)-582-9816

                                     Office Manager Assistant

                                     Organizing, cleaning, filing, taking calls, creating time cards

**Specific Skills:**

         Cleaning / Organizing / Filing

        Very driven wanting to succeed

         Working with Microsoft Word

* Communicates well in person and over the phone

**Other Interests:**

Drawing / Painting, working out, scrapbook, crochet,

**References:**

         Sherri Estella-Harton, English Teacher at Briarwood College

                                    1 Countryshire Lane Clinton, CT 06413

                                     (860)-331-9573

         Rose Cote, Office Manager and Nationwide Conveyor Specialist

                                    130 South Riverside Avenue Pequabuck, CT 06781

                                    (860) 582-9816

* Jacky Opper, Manager at The Body Shop at Westfarms Mall 1500 New Britain Ave W. Hartford, CT 06110 (860)-561-0162