**EDUCATION University of Connecticut, Storrs, CT**

**Bachelor of Arts in Anthropology, May 2009**

**PROFILE**

* Results-oriented with gregarious communication, interpersonal and organizational skills
* Capable of successful engagement with individuals from different professional backgrounds, such as corporate and government, with varied political and business objectives
* Proven ability to focus on detail; plan, prioritize, meet deadlines and deliver quality work
* Enthusiastic and experienced in providing optimal customer service
* Demonstrated competence in handling numerous tasks simultaneously with a sense of urgency, accountability and integrity
* Excellent computer skills with Microsoft Word, Excel, Outlook, PowerPoint and Intuit Database

**RELATED Munson’s Chocolates,** South Windsor, CT

**EXPERIENCE *Sales Assistant*, November 2002-Present**

* Sort and distribute incoming correspondence, including calls, faxes and order forms
* Create and organize inventory spreadsheets
* Assist sales manager in daily workings
* Reconcile daily tills and manage the securing of revenues
* Responsible for opening/closing store operations
* Manage and maintain strong customer relations
* Effectively communicate to the company owner and corporate staff

**Public Power and Utility,** Danbury, CT

***Administrative Assistant/Energy Broker,*** **December 2009-November 2010**

* Provided high-level administrative support for various executives and divisions such as answering telephones, assisted visitors and resolved a range of administrative problems and inquiries
* Organized, filed and tracked client usage and billing information using Microsoft Excel
* Scheduled and coordinated meetings, interviews, appointments, events and other similar activities for company CEO and staff
* Coordinated with various staff for operational support activities; served as a liaison between clients and brokers in the resolution of day-to-day administrative and operational problems
* Responsible for procuring and maintaining a large electricity customer base
* Conducted educational presentations on energy deregulation

**MEMBERSHIP University of Connecticut Women’s Rugby Football Club,** Storrs, CT

**& ACTIVITIES *Social Chair Officer*, 2006-2009**

* Managed and coordinated team social functions that promoted club unity within the collegiate rugby league
* Responsible for informing teammates of activities in advance, arranged overnight accommodations for visiting teams; designed team uniforms
* Demonstrated ability to multitask and communicate important details to all key participants

**Veteran’s Memorial Park/YMCA Camp Woodstock,** South Windsor/Woodstock, CT

***Lifeguard/Swim Instructor/Emergency Diver*, 2001-2008**

* Certified to provide Water Safety Instruction, First Aid and CPR
* Responsible for patrons’ safety and conducted swim lessons for adults and children
* Managed and participated in daily fitness and water safety drills