**Elise Vaillancourt**

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405 Georgetown Drive

Glastonbury, CT 06033

860.335.5641

**Objective**

Self-supporting, self starter looking to obtain a business position with opportunities for learning and advancement

**Education**

Central Connecticut State University, New Britain, CT

Bachelor of Science, Business Administration, Graduating May 2011, 3.2 GPA

Major in Marketing

**Related Courses**

* E-Business
* Consumer Behavior
* Business-to-Business Marketing
* Management Information Systems
* Legal Environment of Business
* Market Data Analysis

**Work Experience**

**Internship**

Computer Sciences Corporation, South Windsor, CT *May 2008 - Present*

* Worked 30 hours per week, year round while maintaining full-time college course load
* Responsible for assisting with contractual level service agreements in the Project Management Office and the Central Distribution Center including:
* Report creation and analysis (PMO)
* Document management (PMO)
* Direct customer support (PMO)
* Device preparation for redeployment (CDC)
* Hard drive sanitization/destruction (CDC)

**Cashier**

Stop and Shop Supermarket*,* Glastonbury, CT *June 2007 – August 2007*

* Customer service – meeting or exceeding customer expectations
* Product support - supplying product information

**Administrative Assistant**

Member Services, LLC*,* Glastonbury, CT *December 2005 – July 2006*

* Project management and implementation

**Skills**

Exceptional written and oral communication skills

Proficient with the Microsoft Office Suite