**JORDAN J. DIFAZIO**

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**EDUCATION**

**University of Rhode Island,** South Kingston, RI

Bachelor of Science in Accounting; Projected Date of Graduation, May 2012

***Activities:*** Beta Alpha Psi Pledge, Golden Key Honor Society, Phi Etta Sigma, National Society of Collegiate Scholars

**Current GPA:** 3.4

**WORK EXPERIENCE**

**Hungry Rhody (startup website)**

Bookkeeper and Business Developer, fall 2011-Present

* Export company and client data into excel files for purposes of further analysis
* Import website data into an accounting software program on a scheduled basis
* Create monthly reconciliations
* Analyze sales trends and collaborate with clients to implement more profitable pricing strategies
* Create sales forecasts to further assist clients in lowering expenses

**Vector Marketing,** Hartford, CT

Sales Representative, spring 2010-Present

* Contact potential buyers to set up presentations for the Vector product line
* Present products to customers and process orders on an electronic database
* Maintain a record of transactions

**Wethersfield Board of Education,** Wethersfield, CT

Summer Assistant, summer 2009

* Organize and inventory shipping pallets containing deliverables
* Fulfill orders and deliver them in a town vehicle
* Requisition and store shipping materials and supplies to maintain inventory of stock

**Mill Woods/Willard Pool,** Wethersfield**,** CT

Pool Facility Assistant, summer 2008-2010

* Operate cash register (Open and cash-out)
* Monitor activities to ensure adherence to rules and safety procedures to maintain order

**Wethersfield Parks and Recreation,** Wethersfield, CT

Camp Counselor, summer 2009-2010

* Instruct participants to develop skills in provided recreational activities
* Enforce rules and regulations of the facility, maintain discipline, and ensure safety
* Complete and maintain time and attendance forms and inventory lists

**OTHER EXPERIENCE**

* Sales/ Affiliate Sales
* Web Design
* Uploading Data through Proxy
* Managing Online Inventory
* Drop Shipping
* Web Scraping/ Data Mining
* Simple Database Building
* Internet Marketing / SEO
* Using Content Management Systems
* Maintain Investment Portfolio

**RELATED COURSEWORK**

Business Computing Applications, Microeconomics, Macroeconomics, Intro Bus Analysis & Applications, Financial Accounting, Managerial Statistics I, Managerial Accounting, Business Communications, Intermediate Accounting I & II, Cost Accounting, Marketing Principles, Financial Management, Organizational Behavior, Operation & Supply Chain Management, Federal Tax Accounting, Auditing, Accounting Information Systems, Criminal Justice System, Multinational Finance, Business Law, Advanced Accounting, Strategic Management, Business in Society

**EXPERIENCE WITH**

Microsoft Office, Advanced Excel, XLStat, TraderXL QuickBooks (novice), Scottrade, Doba Drop-Ship, Bigcommerce, Xxamp Server, Apache Server, Joomla CMS, PayPal, Oracle Database, TurboTax, Microsoft Open Office, various file sharing and file conversion software, Scottrade, Adobe Creative Suite (novice), Filezilla Client and Server

**ACTIVITIES**

* High School Track team member, November 2004–May 2008 ( Broke four school records; currently hold two)
* Member of Tau Epsilon Phi Fraternity, Fall 2008-Present (recruitment)
* 2012 Presidential Campaign Volunteer