***K a t e l y n E r c o l a n i***

**136 Stillwold Drive, Wethersfield CT, 06109**

**(860) 539-0378**

**ercolanik@gmail.com**

***Objective***

Seeking a full time position where I can maximize my skills and expertise to enhance an organization

***Education***

Bachelor of Science Degree in Business Administration Graduation Date: December 2010

Concentration in Marketing

*Eastern Connecticut State University, Willimantic CT*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Experience***

***Chartwells September 2010-December 2010***

***Eastern Connecticut State University, Willimantic, CT***

***Marketing Intern cashier***

* Plan, strategize, and implemented marketing events to 5,000+ campus
* Collaborate with departments and student organizations to promote and increase sales for retail locations
* Advertise for events via Facebook, Twitter, and Dine on Campus website
* Update company website with new menus and upcoming events
* Communicate with chefs, managers, and regional marketing director regularly to execute events
* Contact vendors for on campus Vendor Fair and Farmers Market

***New Alliance Bank June 2010-August 2010***

***Manchester, CT***

***Research Specialist***

* Researched accounts for branch managers
* Answered questions about research to branch departments and customers
* Responsible for completing research requests, communicating with branch managers, billing the customers and logging all of the activity
* Analyzed customer accounts and reported on activities based on subpoenas or company interest

***Law Offices of Howard Lee Schiff PC June 2009-August 2009***

***East Hartford, CT***

***Office Assistant***

* Managed account balances and answered questions or concerns about account balances
* In charge of loading important case files into computer database
* Organized files based on client and case type
* Maintained files for associate reference

***Advanced Leadership Council September 2008-May 2009***

***Eastern Connecticut State University***

* Helped prepared ECSU’s first e-Recruiting job fair.
* Planned and promoted three organizational fund raisers.
* Greatly enhanced personal leadership skills through leadership activities

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Summary of Qualifications***

* Extremely personable, outgoing, and hard working
* Able to prioritize and complete assignments involving multiple functions in a timely manner
* Excellent technical, written, and oral communication skills
* Able to learn and think quickly in a fast pace environment
* Works well within a team setting and individually
* Proficient in Microsoft Office; specifically Word, PowerPoint, and Excel
* Familiar with social media such as Facebook, MySpace, Twitter and YouTube