**Resume**

**Jonathan D. Gooding**

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**EDUCATION**

**Bachelor of Arts, Business** (Expected May 2018)

Saint Anselm College, Manchester, NH

**Course Highlights**: Marketing, Integrated Marketing Communications, Business & Professional Writing, Human Resource Management, Financial Management, Business Statistics, Cost Accounting, Financial Accounting, Principles: Macro Economics, Principles: Micro Economics

**Computer Skills**: Word, Excel, PowerPoint, Internet Research.

**EXPERIENCE**

**East Bridgewater Department of Public Works**, East Bridgewater, MA

Seasonal Laborer (May 2016 – August 2016)

Performed various manual labor jobs for the town of East Bridgewater. Gained valuable experience in providing services that had a clear and immediate impact on the residents of the town and their quality of life. Was forced to meet strict deadlines on certain projects whether it be paving a road or mowing a field. Gradually was given more and more responsibility throughout the summer and could be left unsupervised but trusted to complete the given task.

* Was told that I can come back next year.

**David Gooding, Inc. (DGI)** Brockton, MA

Customer Success Dept. – Literature (May 2015 – November 2015)

Worked closely with the purchasing department in order to ensure customer satisfaction and success. Responsibilities included providing both customers and DGI salespeople with sufficient inventory literature and materials on a timely basis. Allowed me to vastly sharpen my customer service skills. Was able to thrive in the fast-paced office environment. Also, was able to live up to the higher expectations that come along with working in a family business.

* Because of performance, was asked to work from school for the months of September, October, and November in order to help complete data entry that needed to be done by a deadline.

**Inn On The Beach**, West Harwich, MA

Inn Attendant (May 2015 – August 2015)

Led breakfast set-up and served guests throughout the morning hours. Helped guests set up chairs, cabanas, umbrellas, etc. on the beach. Enabled me to build relationships that I would have never been able to build. Did my best to ensure that guests were comfortable and were willing to come back and re-visit after their stay.

* Was entrusted to be the first one on-site each morning for opening.
* Was asked to return the next summer.

**ACTIVITIES**

**Red Key Society Member** (September 2015 – Present)

* The Red Key Society has been apart of the Saint Anselm College community since 1935. Membership is exclusive and limited to 25 members annually. Membership requirements include excellent academic performance, merit and a personal recommendation from the Dean of the College. The Red Key Society serves as the primary host organization for the college, supporting the athletic programs, community service projects, and various functions bring guests to campus.

**Alcohol and Other Drugs Committee** (September 2016 – Present)

* Also known as the AOD Committee, meets monthly or bi-weekly to work on ways to make students more aware of the consequences of the misuse of drugs and alcohol.

**VOLUNTEER WORK**

**FAPNO (Foster kids and Parents Night Off)** Manchester, NH

* Regularly attend foster kids and parents night off which is an event held at Saint Anselm College once a month where foster parents in the area drop their children off to relieve some stress for both the parents and the kids.