

## Arber Cuko

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### EDUCATION

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#### **B.S., Business Management, December 2015, Cum Laude**

AACSB International Accredited School of Business

State University of New York, New Paltz, NY

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### QUALIFICATIONS

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- Working knowledge of statistical methods such as Linear/Logistic Regression, and forecasting methods such as decomposition of a series and simple ARIMA models.
- Highly skilled with computer software such as Excel / Word / PowerPoint / Social Media. General knowledge of HTML5, CSS and JavaScript.
- Multilingual: Albanian / English / Intermediate Italian.
- Varied management experience, including launching and managing SUNY New Paltz Boxing Club, which grew to more than 100 participants over a 3-year period.

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### EXPERIENCE

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#### **Restaurant Manager**

La Famiglia

January 2016 - Present

- Managing employees to ensure time efficient operations and production.
- Scheduling and tracking employee hours
- Budgeting

#### **Trainer / Front Desk Receptionist (Part Time)**

Sportime Clubs, Schenectady, NY

December 2016 - Present

- Assist with member sales by capturing leads such as; inform membership department of all inquiries concerning potential membership; enter prospects in Prospect module.
- Promote all club programs and special events.
- Collect usage fees as required; complete POS transactions.
- Organizes and teaches fitness classes.
- Attend monthly departmental meetings.

#### **Office Manager / Research Assistant**

Karl Heiner Statistical Consulting, Schenectady, NY

January 2015 - July 2016

- Aided in researching background information for court cases.
- Helped with statistical analysis and modeling such as Linear / Logistic Regression and some simple forecasting techniques.
- Managed employees' schedules in the office by setting up appointments for meetings, and ensured statisticians' projects were completed on time.
- Performed clerical work relating to the business.

#### **Captain / Manager of Boxing Club**

SUNY New Paltz – New Paltz, NY

Jan 2012 – Dec 2015

- Managed the team's fitness schedules.
- Trained over a hundred students three times a week.
- Collected data on a weekly basis, analyzed data, and used results to improve progress of students.

**Marketing Associate** [promoted from Facility Manager and Fitness Trainer]

Apollonia Gym – Fier, Albania

May 2005 – Dec 2009

- Responsible for the collection and simple analysis of data on members demographics.
- Prepared reports of findings, illustrating the data graphically, to better understand the competitive positioning of the gym.
- Created member demographic reports, taking into consideration stakeholder opinions, and strategized with general manager to improve growth rate of the business.
- Assessed the needs and capabilities of individuals through fitness assessment procedures.
- Developed individual exercise programs for individuals based on age and fitness levels.