

EDON LATA

Staten Island, New York 10306
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EDUCATION

**Lucille & Jay Chazanoff School of Business, College of Staten
Island The City University of New York**

- *Bachelor of Science Degree in Information Systems & Informatics BS*

WORK EXPERIENCE

Golden Empire Roofing

Assistant Project Manager (06/2019 – 12/2023)

- Maintained a safe work site, following the right procedures and avoiding accidents.
- Worked with the team members to see a project through to its successful completion, within the deadlines and budget.
- Repaired or installed both new and existing roofs made of various materials, such as metal roofing systems, tiles, or shingles.
- Ensured the satisfaction of the customer by applying quality and responsiveness through the right communication.

Aflac

Finance & Sales Intern (06/03/2024-08/12/2024)

- Generated expansion of new business: Created and maintained new business opportunities through social media, personal networking, and referrals.
- Conducted Needs Analysis: Discovered employer values, objectives, and pain points by conducting in-depth needs assessments.
- Navigated Buyer Behaviors and Sales Objections: Understood different buyer behaviors and overcame common sales objections to secure deals.
- Supported Sales Presentations: Presented face-to-face as well as virtual sales presentations for local businesses demonstrating benefits and value of products.
- Provided Customer Support: Provided excellent customer service, enrollment help, and claims assistance to new and current policyholders.

SKILLS

- Proficient in Microsoft Word, PowerPoint, Excel, C++, Html, python, SQL, R, Tableau, Java script, and Data analysis.
- Fluent in Albanian