

Jake Knostman

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Fairfield University
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Education

Fairfield University, (Fairfield, CT) Expected Graduation May 2017
Bachelor of Science, Information Systems & Operations Management
Bachelor of Science, Economics
Dean's List 2013-2015, Magis Scholar
GPA 3.98

Experience

Russell Investments Intern, Retail Operations and Strategic Analysis (Seattle, WA) June-Aug. 2015

- Corroborated contact records in Microsoft Dynamics to improve and support the Private Client Services Sales team's ability to locate and communicate with clients.
- Utilized a strong attention to detail to verify and correct contact information of current and prospective clients.
- Combined a fervent work ethic individually while collaborating with team members.
- Prioritized perspective clients into Hot Lists to aid the sales team in capitalizing on financial advisors who needed to move assets in the near future.
- Reviewed and adjusted an average of 50 contacts per day.
- Consistently worked 40 hours per week.

Fairfield University Men's Lacrosse, (Fairfield, CT) ~ 20 hours per week Sept. 2013-Present

- Voted team captain as a junior for the 2015-2016 season.
- NCAA Division I team member.
- Extensive time commitment and dedication each day for practice, games, and travel.
- Elite environment, fosters an extreme work ethic, time management skills, valuable leadership training.
- Named to the 2014 all ECAC (Eastern College Athletic Conference) rookie team.

Elite 80 Lacrosse Camp, (Seattle, WA) ~ 1 week camp, 18 hours Aug. 2014, 2015

- Incorporated my knowledge with that of Division I, II, and III coaches to instruct the top high school players in the Pacific Northwest.
- Adapted coaching styles to best reach the different personalities of the players.

Egg & Spoon Lacrosse, (Seattle, WA) ~ 35 hours per week June-July 2014

- Planned and coordinated a cohesive camp for boys grades K-8.
- Combined social skills with experience to provide instruction on many facets of the game.
- Worked as a member of a team of other coaches to foster a positive and competitive environment for the campers.

Skills

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- Proficient in: Microsoft Dynamics, Outlook, Word, Excel, and PowerPoint.
 - Currently learning HTML and CSS.