

George Costanza - Resume

Email: george.costanza@gmail.com

Location: Queens, NY

Objective

To contribute to a fast-paced, team-oriented environment where my administrative, logistical, and communication skills can support organizational efficiency and success.

Experience

Assistant to the Traveling Secretary - New York Yankees (1995 - Present)

- Manage travel arrangements and itineraries for team personnel, including flights, hotels, and ground trans
- Coordinate with vendors, hotel managers, and internal departments to ensure smooth travel logistics during away games
- Maintain confidential records of travel expenses and submit detailed reports to the finance department
- Serve as an administrative liaison between the front office and the coaching staff for logistical planning

Latex Salesman - Vandelay Industries (Ongoing)

- Coordinating the importing and exporting of various latex goods

Sales Associate - Brentano's Bookstore (1993 - 1995)

- Provided customer service in a retail environment with a focus on efficiency and product knowledge
- Handled point-of-sale transactions and resolved customer inquiries
- Maintained organized book displays and assisted in inventory tracking

Real Estate Agent - Independent Brokerages, NYC (1990 - 1993)

- Assisted clients in renting and purchasing residential properties throughout New York City
- Prepared and negotiated lease agreements under tight timelines
- Built relationships with landlords and clients through consistent communication

Education

Queens College - Coursework completed toward B.A. in History (Did not graduate)