

ARTHUR NORMAND

PRESENT ADDRESS

145 Commonwealth Avenue
Amherst, MA 01003-9253
(908) 902-2202

PERMANENT ADDRESS

117 Agress Road
Millstone, NJ 08510
(908) 902-2202

JOB OBJECTIVE

A summer position that will use my accounting and computer skills.

EDUCATION

Rensselaer Polytechnic Institute, Troy, NY
Bachelor of Science, Management, May 1990
Concentration in Management Systems
Minors in Computer Science and Economics
G.P.A. 3.3/4.0

EXPERIENCE

Telefund Associate	Rensselaer Fund Troy, NY	Fall 1987-Present
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Generated alumni and parent support to reduce tuition, increase scholarship and financial aid funds; averaging 80 percent pledge rate. Top three percent associate.

Team Programmer	Group W Cable, Westinghouse Corp Mahway, NJ	Summer 1987
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Liaison between accounting department and controller, provided assistance with invoice liabilities after divestiture of Group W Cable by Westinghouse.

Sales Assistant	AP Technical Sales Inc. Palisades Park, NJ	Summers 1985-86
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Duties included telemarketing, data entry, and invoicing. Successfully converted catalog inquiries to sales opportunities by telemarketing program.

COMPUTER SKILLS

Extensive knowledge of hardware and software for IBM PC and MTS.
Proficient programming skills in COBOL, WATFIV (FORTRAN), and BASIC.

HONORS AND AWARDS

Epsilon Delta Sigma: Honorary Management Society at Rensselaer
Dean's List of Distinguished Students: Fall 1986-Spring 1988
National Honor Society: Northern Highlands High School
Creative Essay Award: Northern Highlands High School
Meritorious Action Life Saving Award: Boy Scouts of America

EXTRACURRICULAR ACTIVITIES

Epsilon Delta Sigma Public Relations Committee
Rensselaer Ski Club
Bergen County Task Force Student Liaison 1986
LEADD (Legislators and Educators Against Drunk Driving) Chairman 1985-86
Youth Group - Temple Beth Or Activities Chairman 1985-86