PAYAM PAYSEPAR

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EDUCATION

Princeton University, Princeton, NJ — June 2014
A.B. in Psychology with Certificate in Neuroscience
Syosset High School, Syosset, NY — June 2009
All-Eastern MENC Chorus 2009, Student congress state debate tournament qualifier, Varsity swimming

WORK EXPERIENCE

Couture Inc., New York, NY, *Store manager* — February 2015 – Present
- Managed company finances by keeping track of customer payments and credit plans
- Design and send bulk email marketing materials to clientele
- Ensured smooth daily functioning in administrative duties such as organizing catalog mailing, preparing outgoing shipments, and settling customer disputes

Ivy-Edge Tutoring, Syosset, NY, Director — February 2015 – Present
- Create and distribute targeted marketing materials for residents of Syosset and neighboring towns
- Create lesson plans and tutor students in college admissions testing and school subjects

Chyten Premier Tutoring, Syosset, NY, *Tutor* — February 2015 – September 2015
- Create lessons for students in science, math, and college admissions test preparation
- Make customized study schedules to fit each students' availability and testing goals

Krupp Lab, Stony Brook University Hospital, *Data analyst* — November 2014 – February 2015
- Plan and code programs for automatic analysis of data
- Designed graphs to display relationships and trends

COLLEGE ACTIVITIES

Colonial Investments, *Technology and financials team leader* — December 2012 – May 2014
- Organize meetings to strategize about how to invest in publicly-traded companies within the Information Technology, Telecommunications, and Financials sectors
- Manage a $5,000 portfolio by actively monitoring stock activities and the news

College Philanthropists, *Princeton chapter leader* — November 2012 – May 2014
- Started a merchandise-sale fundraiser that raised $2,100 for a clean water charity

Princeton Persian Society, Event coordinator — February 2012 – May 2014
- Plan and coordinate an annual Persian New Year Party with an attendance of 150 people by contacting caterers and performers and publicizing the event via social media and email lists

Splash Project, *Project manager* — September 2012 – May 2013
- Coordinate a small group of students in designing a new clean water station for the NGO Splash
- Write grant proposals for funding, lead weekly meetings, give updates to Splash headquarters

Outdoor Action, *Orientation-trip leader* — September of 2011, 2012, and 2013
- Led a group first-year college students on a week-long backpacking trip
- Trained in Wilderness First Aid, CPR, and group leadership and facilitation

Chapel Choir, *Soloist and tenor section member* — September 2010 – February 2012
- Learned new music weekly in order to sing at Sunday morning chapel services and at other special services and concerts

RELEVANT SKILLS

Computer usage: Javascript/HTML/CSS, Java, R, MATLAB, LaTeX, Excel, Photoshop
Languages: English, Persian, Spanish