Kyle Rollins

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|  | 686 Appleton Place, Oviedo, FL, 32765 | (407) 324 6356 | Kdrollins1011@gmail.com |

Summary

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|  | Analytical, detail-oriented, and reliable finance graduate from the University of Central Florida seeking to gain experience in the field of finance. |

skills and abilities

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|  | Proficiency with Microsoft Office products with emphasis on Excel   * Experience with Word, PowerPoint and Excel. In excel, comfortable with Excel’s interface, know how to use Lookup functions, Pivot Tables, Matrix Multiplication, and familiar with Macros. |
|  | Ability to organize and prioritize tasks   * As a manager for my current employer, I am able to organize inventory, perform janitorial duties, research current and new products all while keeping customer service as the top priority. |
|  | Ability to work well with others as part of a team   * Lead a group of my peers in researching the retail industry and presenting our findings to professors under strict deadlines |

Experience

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| March 2014- Present | Store Manager,  Vintage Liquors of Oviedo   * Provide Customer Service, restock shelves, conducting physical inventory, process various forms of payment, cash management, assist the store’s owner with purchasing decisions, co-administer the store’s Facebook page, research current and new products, and enforce federal and store regulations. |
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Education

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| August 2013-August 2015 | Bachelor of Science Business Administration: Finance,  University of Central Florida |
| August 2010-July 2013 | Associate of Arts: Business Operations,  Seminole State College of Florida |