

Vinci Bhardwaj

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Education

8/2012- 8/2016

The State University of New York University at Buffalo
Bachelor of Arts in Sociology with a minor in International Business and World Trade
Buffalo, NY 2016

University at Buffalo Marketing Club- Participated in group projects and club activities.
Contributed to ideas and thoughts in marketing advertisements planning, and discussions.

HBX | Harvard Business School
Certificate in Entrepreneurship Essentials
October/2017

Professional Experience

The Durst Organization, Security Guard, Four Time Square Midtown Manhattan
01/2018-Present

- Remain at the front desk for employees to check in the building.
- Allow entrance to the building to authorized workers and employees.
- Check in authorized visitors and guests into the building.

Summary of Qualifications & Certifications

- 3 years combined experience in customer service
- Excellent communication skills with customer satisfaction focus; ability to assess customer needs.
- Strong analytical skill and ability to anticipate and quickly deescalate conflict.
- Proficient in Microsoft word, Excel, PowerPoint
- Experience handling high volume customer demand in fast paced environments.
- Certified in Web Development, Google Analytics & Digital Sales.
- Certified as an Administrative Assistant