Education  
  
  
  
  
  
  
  
  
  
  
  
Co-op Experience

Additional Experience  
  
  
  
  
Activities

**Wentworth Institute of Technology**Boston, MA   
Bachelor of Science in Business Management, Exp. August 2015  
- GPA: 3.4/4.0, Dean’s List   
- Certificate in Technical Communications **Skills:** Microsoft Office: Project, Word, Excel, PowerPoint, Outlook

**Courses**:  
Operations Management Human Resources &Labor Management Marketing   
Financial Management Technology Project Management Psychology   
Business Communications Management Information Systems Public Relations  
Strategic Management Business Negotiation Principle

**Data Analysis Intern, Harrington Air Systems**Stoughton, MA Dec. 2013-May 2014- Completed various tasks that supervisor needed done in a timely and organized manner  
- Analyzed job cost reports and other data to create more detailed and updated reports  
- Used Excel often to create spreadsheets and charts to demonstrate the data

**Estimator, Harrington Air Systems**Stoughton, MA Sept. 2014-Present  
-Prepare cost estimates by analyzing proposals and specifications  
-Estimate total job cost for potential bids  
-Enter and analyze data gathered; submit bids for projects

**Waiter, Legal Sea Foods**Boston, MA Mar. 2014-Sept. 2014  
- Interacted with many diverse customers in a casual dining restaurant   
- Day to day practices of interpersonal communications, teamwork, customer service,  
flexibility and reliability  
- Operated POS systems daily and efficiently

**Wentworth Leadership Institute**Boston, MA 2012- Learned practical uses of leadership  
- Gained insight and knowledge about effective leadership styles  
- Enhanced my capacity, commitment, and character to lead