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