

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: International Business Administration
GPA: 3.69 | Dean's List, Fall 2012
Selected Courses:
Introduction to Risk Management, Business Statistics, Financial Accounting,
Marketing Management, Micro/Macro Economics

ACTIVITIES & AWARDS:

Member, Spanish Club, Temple University, Spring 2013
Currently self-teaching Italian

EXPERIENCE: BUX-MONT ROOFING, Southampton, PA May 2012 - Present

Administrative Support

- Connect with homeowners, 3rd party claims services, and contractors to create estimates for insurance agents and receive the resulting payments.
- Use software such as Xactimate and EagleView to create estimates exceeding \$70,000, file for depreciation amounts, and create supplemental payments.
- Learned door-to-door sales techniques, trained fellow employee to use software and follow company procedures.

USA HOCKEY, Colorado Springs, CO

September 2006- Present

Ice Hockey Referee

- Officiate ice hockey games in the Atlantic District for all ages, in the midst of 4th season as a level 3 (4 levels total).
- Referee significant games in arenas in front of 100+ spectators, including Atlantic District playoffs and currently in 1st year of reffing for the National Collegiate Roller Hockey Association.
- Maintain composure & professionalism while communicating with irate coaches and players.
- Continue to maintain course and required educational components to stay current with the rules and regulations of the sport.

SKILLS & LANGUAGES:

- Proficient with Microsoft Excel, Word, PowerPoint
- Spanish - Conversational