

Christopher Lavelle

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2014
Majors: Management Information Systems & Finance

GPA: 3.33, Dean's List-Spring 2011, Kappa Sigma Academic Excellence Award

Selected Courses:

Integrated Business Applications

Enterprise IT Architecture

Operations Management

Data Analytics

ACTIVITIES:

- Inductee, Order of Omega Honors Society, Spring 2013
- Parade Coordinator, Scranton Saint Patrick's Day Parade Committee, Spring 2013
- Capsim Business Simulation: Class Finalist, Spring 2013
- Member, Temple University Investment Association, Fall 2012-Present
- Member, Financial Management Association, Fall 2012-Present
- Volunteer, Relay for Life 2011-2013, Light the Night Walk for Leukemia and Lymphoma, 2011-2013

EXPERIENCE: SCOTTRADE, Sewell, NJ

Investments Intern June 2013-Present

- Analyze stock quotes and research company reports.
- Provide technical support for clients accessing website and mobile apps.
- Process deposits for clients at a Scottrade branch that handles over 100 million in equity.
- Communicate the benefits of different account types for clients (IRAs, 401Ks, Individual/Joint Brokerage, Estate, Custodial).

KAPPA SIGMA FRATERNITY, Philadelphia, PA March 2011 - Present

Grand Treasurer of Executive Committee May 2012-May 2013

- Executed budget management of 60K per year using data and spreadsheet operations, while securing all finances for a fraternity of over 80 members.
- Performed dues collections, financial forecasts, and savings duties.
- Accounted for all respective chair holders under position: community service, philanthropy, and fundraising.

Community Service and Finance Chairman May 2011- May 2012
May 2013- May 2014

- Ensured that each brother completes 35 hours of community service for the year.
- Documented and submitted all donations to all charitable proceeds (2K).

- Coordinated as Community Service Chair events including: Light the Night Walk for Lymphoma and Leukemia, Relay for Life, Free Food and Fun Friday with Student Operations, and Fundraiser for Military Heroes Campaign.

TEMPLE CAMPUS RECREATION, Philadelphia, PA September 2010 - Present

Campus Recreation Facility Monitor

- Provided care and service to all patrons through accommodating customer service throughout all Temple University exercise facilities.
- Processed facility sales transactions and ensured efficient operations of facility equipment.
- Maintained facility cleanliness to prevent injuries and health concerns.

SKILLS:

- MySQL, SAS Enterprise Miner, JustInMind, Wordpress
- Microsoft Office
- Social Media
- CPR/AED certified 2010-Present