DONALD HOXHAJ

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, *Expected: May 2015*
Majors: Accounting, Management Information Systems
Certificate: Supply Chain Management
GPA: 3.58

HONORS AND ASSOCIATIONS:
- Deans List, Fall 2011 – Present
- Golden Key International Honor Society, Member
- Beta Alpha Psi, Member
- Association for Information Systems (AIS), Member

EXPERIENCE:

COPPER BEECH FINANCIAL GROUP, Mount Laurel, NJ   January 2014 – Present
Finance Intern

- Utilize Morningstar software to prepare and research reports for client reviews
- Maintain CRM utilizing Redtail software to ensure data is current
- Attend onsite meetings to gain insight in different areas of finance
- General administrative tasks as assigned

COVERALL NORTH AMERICA, INC. Philadelphia, PA   October 2008 – Present
Franchise Owner
- Manage multifaceted projects throughout project lifecycle
- Foster positive relationships with clients and contractors to gain operational efficiencies
- Provide exceptional customer service to service accounts and maintain productive communications with facility owners
- Negotiate contracts with local business owners and maintain budgets within company standards
- Attend quarterly franchise meetings to share best practices

PHILADELPHIA INTERNATIONAL AIRPORT, Philadelphia, PA   April 2009 – June 2011
Bilingual Airport Information Representative
- Provided linguistic support to ensure understanding of customs and immigration procedures
- Managed efficient flow of federal inspection area of over 2,500 daily international visitors
- Supported execution of airport events for marketing and public affairs department
- Facilitated educational airport and airfield tours for elementary through high school age students

WATERFRONT PARKING, LLC, Cherry Hill, NJ   January 2007 – April 2009
Valet Parking Associate
- Performed transactions of over $1,000 in daily parking revenue
- Maintained accurate records of transactions and parking revenue
- Provided customer service to clients in high volume area restaurants
- Ensured efficient delivery of clients' vehicles while managing the holding area

SKILLS & LANGUAGES:
- Microsoft Office – Access, Excel, Word, PowerPoint, Outlook
- MySQL, HTML, CSS, PHP
- Languages-Albanian,Spanish,Italian