**Michael C. Santillo** michael.santillo@temple.edu

1922 N. Gratz St. **ǀ** Philadelphia, PA **ǀ** 19121 **ǀ** 732.239.1734

**EDUCATION**

Temple University, Fox School of Business ● Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2019

**Major:** Finance

**COMPUTER SKILLS**

 Advanced Proficiency in Microsoft Word, Excel, and PowerPoint and WordPerfect

**VOLUNTEER AND WORK EXPERIENCE**

DIALIGHT CORPORATION, Farmingdale, NJ June 2017 – July 2017

**Purchasing Assistant, Purchasing Department**

* Assessed customer invoices on a daily basis, amounts varied from hundreds to thousands of dollars.
* Entered new purchase orders and reviewed and completed existing purchase orders already in the system.
* Assisted actively in conference calls and team meetings resulting from recognition by my manager of my ability to learn quickly.
* Discovered error while appraising a daily invoice which resulted in savings of hundreds of dollars.

VOLUNTEER RICHARD NEGRIN’S CAMPAIGN FOR DISTRICT ATTORNEY, Philadelphia, PA

**Finance Intern, Finance Department** February 2017 – May 2017

* Compiled and organized information for use by Campaign Manager.
* Researched hundreds of possible investors and recorded findings in Microsoft Excel.
* Contacted perspective voters and recorded their voting preferences.
* Compiled and organized information gathered for use by Campaign Manager, resulting in gaining access to the front lines on Election Day.

SAM’S CLUB, Freehold, NJ April 2015 - August 2016

**Sales Associate**

* Successfully multitasked to help more than one customer at a time with locating merchandise.
* Proven record of communicating information to customers in a professional manner.
* Unloaded truck shipments and maintained cleanliness of loading dock.
* Ensured that carts were collected and readily available for customers.
* Ensured stock levels on the sales floor were maintained at all times.

WALGREENS,Howell, NJ October 2012 – June 2015

**Sales Associate**

* Assisted customers with questions and locating merchandise.
* Unloaded trucks and restocked store shelves and freezers.
* Set up and arranged store displays and shelving units.
* Operated cash register.
* Assisted customers in photo shop with questions and orders.
* Covered shifts for employees who were out due to sickness or vacation time.
* Performed store cleaning tasks.
* Prepared for and participated in-store inventory.