SETH I. DOUGLAS

Seth.I.Douglas@Gmail.com

D-1 1801 Cecil B. Moore Ave | Philadelphia | PA | 19121 | 7178581821

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016

Major: Finance, Management Information Systems

GPA: 3.39, Dean's List Fall 2012

Selected Courses

Financial Accounting	MicroEconomics
MacroEconomics	Human Resource Management

ACTIVITIES

- Assistant Coach, Dallastown Lacrosse Club, 2009-2012
- Lacrosse and Ice Hockey Athlete at Dallastown Area High School, 2011-2012
- President, Future Business Leaders of America Dallastown Area High School Chapter, 2011-2012
- Participant, Donor Dash 5k Race, 2011-2013

EXPERIENCE: Country Club of York, York, PA May 2013-January 2014

Busboy / Valet

- Assisting servers in their duties while clearing tables and running food
- Parking member's cars in the valet parking lot

United States Army Corps of Engineers, Baltimore, MD Summer 2012

Contracting Division Clerk, Intern

- Organized and inventoried government contracts in compliance to Government Regulatory Code
- Developed a Microsoft Excel based inventory system to assist Contracting Officers and Government Auditors in finding contracts dating back to 1988
- Closed-out and destroyed old contracts that have already been uploaded to electronic government database

Chilly Dilly's, York, PA May 2007 – October 2011

Shop Manager / Ice Cream Truck Driver / Sales Associate

- Operated and Ice Truck along with a soft-serve, shaved ice, and slushy machine
- Managed a crew of 7 other drivers in day to day operations
- Implemented an anti-theft inventory system that calculated driver's commission based on received capital and missing inventory
- Helped create the first solar powered Sno Cone shop SUNSNO

SKILLS:

- Microsoft PowerPoint, Excel, and Word
- CPR Certified
- Basic Spanish proficiency