

# Tatyana N. Butterfield

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
**Major: Risk Management & Insurance**

GPA: 3.06

*Selected Courses:*

Business Administration	Information Systems in Organizations
Financial Accounting	Managerial Accounting
Human Resource Management	Pre-Calculus for Business

## ACTIVITIES & AWARDS:

Volunteer, Students Run Philly Style- Gener8tion Run, Spring 2014

Volunteer, "Celebrate a Day with Dr. Seuss", Spring 2014

Member, H.A.N.D.S, Fall 2013 - present

Volunteer, Can-A-Date Event, Fall 2013

Scholarship Recipient, Devonshire Parish Council Scholarship, Fall 2013

EXPERIENCE: GOVERNMENT OF BERMUDA, Hamilton, Bermuda July 2011 - Present  
**Dance Specialist, Department of Youth, Sport & Recreation**

- Taught dance to preschool children at a camp for public schools while incorporating chosen themes such as "Character Counts" and "Keep It Clean in 2013".
- Supervised 30-50 children during activities such as sports, art, and swimming, field trips, and fun days.
- Taught children the fundamentals of reading, writing, counting, colors and math to prepare them for primary school.

WARMEDS LIMITED, Hamilton, Bermuda September 2011 - June 2012  
**Receptionist/Technician**

- Coordinated office and technical support at doctor's office for both existing and new patients.
- Processed up to \$500 in cash and credit payments daily, prepared and mailed out bills to patients.
- Updated over 100 patients records manually by filing, administered instructions to patients about their procedures, and assisted with weight loss programs held at the office.

## SKILLS & LANGUAGES:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- French-Conversational
- First Aid & CPR Certified (Bermuda Red Cross)