First and Last Name  
Location | Email | phone

**Education**

**State University of New York at New Paltz** – New Paltz, New York

**AACSB International Accredited School of Business**

*Bachelor of Science, General Business, Minor: Economics* | Graduation: Spring 2023

Relevant Coursework: Business Organization & Management, Consumer Behavior, International Business

**Dutchess Community College** – Poughkeepsie, NY

*Associate of Science in Liberal Arts* | May 2020

**Related Projects**

*Mid-Hudson Regional Business Plan Competition* – **Marist College** | April 2022

* Worked with in small groups to create a real pitch and business plan; judged by professional investors

*Target Case Study* – **SUNY New Paltz** | Fall 2021

* Worked in small groups to create a realistic business plan; Judged by Target executives and awarded first place

**Experience**

*Payroll Specialist/Compliance Control Auditor* | **FJC Security Services** – Floral Park, NY | May 2019- Present

* Manage workflow to ensure all payroll transactions are processed accurately and timely
* Understand proper taxation of employer paid benefits and process correct garnishment calculations and compliance
* Oversee all vacation requests and ensure that employees are given proper entitlements
* Input and review all certifications of new hires
* Perform daily payroll department operations
* Answer phone calls from employees and help give explanations/reach resolutions in short amount of time

*Retail Operations Intern* | **Steve Madden, Ltd.** – New York, NY | May 2020 – August 2020

* Ran all daily reports on AS400 system
* Developed & maintained spreadsheet to compare weekly retail sales by region
* Analyzed trends to create appropriate dress code guidelines for sales associates
* Prepared monthly newsletters for retail stores

**WORK EXPERIENCE**

*Beauty Team Member/Starbucks Barista* | **Target** – Kingston, New York | October 2018 – May 2020

* Provide exceptional customer service skills
* Conduct food and drink preparation in a fast-paced environment
* Mentor to new trainees to become certified Starbucks baristas
* Perform cleaning tasks and operate store from open to close

**SKILLS**

* Microsoft Office
* Google Workspace
* RStudio
* Python