

WORK HISTORY

- **Assistant Manager of Materials, New England Homes** **2005-2006**
270 Ocean Road, Greenland, NH
Accountable for purchasing of building products at all levels. Analyzed data for lumber and commodities trade. Published timely, accurate informational reports concerning materials for all departments within the company. Oversaw the receiving department and material handling logistics.
- **Material & Receiving Controller, New England Homes** **2004-2005**
270 Ocean Road, Greenland, NH
Accountable for over \$2,500,000 in building materials for a modular home manufacturing facility. Responsibilities include receiving, storing, inventorying and handling of building products.
- **Internship, American Express Financial Advisors** **2003**
Pease International Tradeport, Portsmouth, NH
Assisted financial advisors with client portfolios involving personal investments and retirement plans.
- **Corporate Aviation, Pan American Airlines** **1999- 2001**
Pease International Tradeport, Portsmouth, NH
Worked with a variety of high value corporate aircraft and owners at a mid-sized airport. Assisted in management of fixed base operations including time scheduling, fuel services, catering and other logistics.
- **Armor Crewmember, United States Army** **1996- 1999**
Fort Riley, Kansas
Camp Dobel, Bosnia-Herzegovina
Honorable discharge as a Specialist; E4.
Crewmember on the M1A1 Abrams combat battle tank. Specialized in all functions aboard the tank to ensure flawless operation as a team. Successful deployment of peacekeeping operations in the Balkans region of Europe.

EDUCATION

- **University of New Hampshire** **Durham, NH**
Associate in Arts
- **Southern New Hampshire University** **Manchester, NH**
Bachelor of Science, Cum Laude Honors (GPA 3.5/4.0)
Major in Economics & Finance
- **Southern New Hampshire University** **Manchester, NH**
Currently pursuing a Masters in Business Administration degree (current GPA 3.8/4.0)

HONORS & AWARDS

- 1997 – US Army; NATO Medal for service in the Balkan Theater.
- 2004 – Member, Delta Mu Delta, Business Administration Honors Society.

PROFICIENCIES

- Proficient in Microsoft Office applications. Tutored students & co-workers in Excel.
- Familiar with computer hardware and wired & 802.11 wireless networked systems.

- Slight knowledge of SAS, MAS-90, AutoCAD, QuickBooks, UNIX, & Photoshop.
- Able to learn new software packages with no difficulty.

REFERENCES & PERSONAL INFORMATION AVAILABLE ON REQUEST