

## **EDUCATION**

**Central Pennsylvania College, Summerdale, PA**  
Bachelor of Science in Business Administration

**09/2005**

## **Professional Experience:**

***Central Penn WaterProofing***

**Marietta, PA**

**12/2006 – Present**

**Waterproofing Laborer/ Subcontractor**

- Used jack hammers, electric saws, drills, tools (picks, shovels), standard measuring, fitted pipes, installed sump pump systems, drainage system, dry track, downspout extensions
- Tended to and install pumps, compressors, generators; and erect and disassemble scaffolding and other temporary structures
- Loaded, unload equipment, identified, and distributed materials to the appropriate location according to project plans and specifications
- Tended machines; used a portable mixer to mix concrete, tended to machine that pumps concrete, grouted, cemented, sanded, plastered through a spray gun for application to ceilings and walls
- Performed service calls, such as, installed filters, adhesives and caulking, sealing cracks on walls, garage floor coating, and internal manhole ceilings

***Robert W. Morris Asset Management New Bloomfield, PA***

**06/2006 -10/2006**

**Administrative Sales Support(Contract Position)**

- Assisted with the allocation of assets for clients while being supervised closely, researching securities (No Load Mutual Funds)
- Analyzed performance and appraisal reports, conducted fundamental analysis on companies as well
- Marketed retirement plans and strategies to prospective businesses and individual clients
- Recommended and executed fund trades, redeem, purchased mutual funds on behalf of clients
- Used risk metrics Alpha, Beta, R-Squared, Sharpe Ratio, Investment Advisory Act of 1940
- Processed IRA contributions, opened and managed new brokerage accounts using Pershing software, and supported all customer service operations along with administrative duties

- Supported the CPA on investment selection and strategies in client meetings

**Primerica Financial Services      New Cumberland, PA**

**06/2005 – 05/2006**

**Administrative Support**

- Responsible for conducting financial research using Morningstar.com to gain market insight on various mutual funds, small cap, large cap investments and prepared financial reports
- Interpreted data concerning asset prices, yields, stability, and future trends by reviewing daily stock reports, financial periodicals, securities manuals, and talking to investment manager
- Conducted trend analysis on stock and mutual fund price fluctuations and performance against benchmarks
- Researched and submitted findings on the portfolio holdings by analyzing market conditions and global politics, analyze investment data and formulating investment recommendations to manager
- Cold call clients and scheduled appointments, acquired fundamental knowledge of different types of investment vehicles, created standard accounts

**Rexall Corporation      Harrisburg, PA**

**01/2003 – 5/2005**

**Laborer/Auditor ( Contract Position)**

- Performed order selection of health products in a warehouse setting, used electric pallet jack, used scanners, met production quota
- Lifted up to 80 pounds on a consistent basis, used computer inventory systems, monitored inventory and equipment usage
- Worked independently, attention to detail, and dexterity, correctly labeled products, staged full pallets for loading, identified pallet by route number, batch number and by initials for shipment to customer, executing solid math skills
- Kept a clean work area by picking up broken pallets, scrap, plastic wrappers and paper