

CARL CLASS PROJECT

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EDUCATION:

UNIVERSITY OF RICHMOND, VA

May 2013

Bachelor of Science in Business Administration

Concentrations in Economics; Minor: Law and Liberal Arts (GPA 3.25)

Relevant Courses: Investments, Micro/Macro Economics, Accounting, Essentials of Information Technology, Economics of Money, Banking and Financial Markets

EXPERIENCE:

LAW SCHOOL, University of Richmond, VA

Spring 2012

Dean's Office Assistant

- Answered phones, photocopy, organize the mail, and conduct research requested by faculty members

MIDDELFART SPAREKASSE, Copenhagen, Denmark

Fall 2011

Research Project

- Analyzed the Danish bank's system of self management in a group project with four Scandinavian students for an Organizational Behavior class
- Conducted interviews and extensive research to determine pros and cons of self management and whether it would be applicable to larger banking systems or to the expansion of Middelbart Sparekasse
- Provided report to the bank leadership suggesting ways to improve the existing system of self management

GOLF GALAXY, Salt Lake City, UT

Summer 2009

Customer Service Employee

- Cashiered, answered phones, involved in sales training and conducted floor sales of golf equipment

UTAH GUBERNATORIAL CAMPAIGN, Salt Lake City, UT

Summer 2008

Scott Matheson Candidate Volunteer

- Conducted phone banking, registered hundreds of voters, organized invitations to events and recorded public debates and transcribed them

MATHESON FOR CONGRESS CAMPAIGN, Salt Lake City, UT

Summer 2004/2008

Jim Matheson Candidate Volunteer

- Prepared packets for distribution, registered voters, compiled information and stored in databases using Excel

EXTRACURRICULAR ACTIVITIES:

Kappa Sigma Fraternity- *House Manager, Guard*

Fall 2010-present

University of Richmond Outdoors Club

Fall 2009-present

Avid Runner- *Ukrops Monument 10K participant*

Fall 2010 - Spring 2011

SKILLS:

Competent in Spanish Language (Intermediate Spanish at Richmond)

Proficient in Microsoft Word, Excel, PowerPoint, Database Research

Currently enrolled in a class focusing on Microsoft Access