

# Julia Smirnov

**Current Address:** 95 Coddington Road ♦ Ithaca, NY 14850 ♦ 918-909-2222 ♦ [jrose@ithaca.edu](mailto:jrose@ithaca.edu)

**Permanent Address:** 46 Old Willow Street ♦ Los Angeles, CA 90001

## Education

Ithaca College, Ithaca, NY  
Bachelor of Science in Applied Psychology

Anticipated Graduation: May 2019

- Minor: Business
- Dean's List

Fall 2016

## Relevant Experience

**Human Resources Intern**, S&P Global, New York, NY

Summers 2017-2018

- Conducted pre-screening telephone interviews, testing, interviews and reference checking in recruiting external hires and testing for internal job positions
- Drafted health and safety policy to maintain a safe working environment
- Reviewed and wrote job advertisements to attract qualified candidates
- Prepared new-hire packages, assisted in onboarding process, and maintained up-to-date personnel files
- Provided HR department with administrative support by talking to customers with concerns over the phone
- Assisted with 5 special projects and events that promoted the company's image and services

**Administrative Intern**, Highline Residential, Manhattan, NY

May-August 2017

- Collected invoices and reimbursements of office and managers reporting to Human Resources department
- Recorded and consolidated contents from daily conferences
- Compiled data into spreadsheets using Excel and created graphs corresponding to the data
- Produced daily reports about visitor activity, comments and concerns

**Teaching Assistant**, Department of Psychology, Ithaca College, Ithaca, NY

January 2015-June 2016

- Lead review sessions for upcoming exams
- Evaluate student performance by grading quizzes and homework assignments
- Maintain 2 hours a week for office hours to assist students

**Student Office Assistant**, Counseling Services, Ithaca, NY

August 2015-November 2015

- Update confidential documents and files for psychologists
- Facilitate posters throughout the campus to promote mental health awareness and events
- Review surveys for the Evaluation of Services each semester and create pie charts for results in Excel

## Involvement

**Treasurer**, Student Psychological Association, Ithaca College, Ithaca, NY

January 2018-Present

- Prepare daily records of all banking activity and produce a consolidated report at the end of each semester
- Submit budget with detailed descriptions of items and prices for events to receive funding
- Attend biweekly meetings to discuss responsibilities and upcoming events with all executive board members

**Member**, Varsity Volleyball Team, Ithaca College, Ithaca NY

August 2015-Present

- Commit 15 hours per week to training and competitive play while maintaining course load
- Volunteer with team members in the community by holding clinics at the Ithaca High School to help train students and encourage teenagers to get involved through extracurricular activities

## Skills

SPSS, Microsoft Excel Certified, and Beginner Spanish

# KIAIRA L. FLORES

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Local Address: 5641 Stillwater Rd, Ithaca, NY 14850

Permanent Address: 561 Star Dr, Rochester, NY 14609

E-Mail Address: klanglero@ithaca.edu

Phone Number: (635) 846-6516

**EDUCATION**                      **Ithaca College, Ithaca, NY**                      Expected Graduation: May 2018  
**Bachelor of Science in Accounting and Applied Economics, Double Major**

- Overall GPA: 3.64

## HONORS & AWARDS

Dean's List, School of Business                      Jan. 2015 – Present  
Dean's List, School of Humanities & Sciences                      Jan. 2015 – Present  
Beta Alpha Psi, International Honor Society in Accounting and Finance                      Aug. 2016 – Present  
Omicron Delta Epsilon, International Honor Society in Economics                      Aug. 2016 – Present  
Empire 8 President's List, Field Hockey                      Aug. 2014 – May 2016

## RELATED

**EXPERIENCE**                      **Director of Finance, IC Dems, Ithaca College**                      Jan. 2017 – Sept. 2017

- Managed organization's finances and financial records by developing and presenting budgets to the executive board on a monthly basis
- Submitted budgets to the OSEMA Office to secure funding for events such as campaigning for local elections
- Assisted other executive board members in planning fundraisers and organizing voter registration events on campus

**Participant, PricewaterhouseCoopers Case Competition, Ithaca College**                      Sept. – Dec. 2015, 2016

- Collaborate with group members to analyze a business/accounting case
- Suggest recommendations to the business based on knowledge of financial accounting
- Present problems and solutions in a PowerPoint presentation to PricewaterhouseCoopers representatives and partners who provided feedback based on our presentation

**Tutor, Accounting Tutor Lab, Ithaca College**                      Jan. 2016 – Present

- Assisted students in acquiring better understanding of targeted weak areas within accounting
- Conducted review sessions for a group of up to 20 students
- Analyzed and maintained records of students' progress to aid in appropriately assisting individual needs

## LEADERSHIP

**Scholar, Martin Luther King Scholars Program, Ithaca College**                      Sept. 2014 – Present

- Explore domestic and international social justice topics and policies through weekly seminars, civic engagement, and scholarly research
- Participate in community engagement projects while abroad in the U.K. and Cuba
- Present a comparative case study about the inequalities of educational funding in the United States at the James J. Whalen Academic Symposium

**Field Hockey Summer Coach, Eastridge High School, Irondequoit, NY**                      July 2014 – Present

- Coach 25-30 players during summer workout conditioning sessions 8 hours a week
- Use knowledge and skills from collegiate experience for instruction and demonstration
- Evaluate performance and overall progress with head coaches, players, and parents to reinforce skill development and program improvement

## EMPLOYMENT

**Special Services Representative, The Home Depot, Rochester/Ithaca, NY**                      June 2016 – Present

- Display leadership on a team of associates providing high-level customer service
- Process transactions using POS systems, recap growth and losses throughout the day, and balance cash drawers at the end of each shift
- Assist in the training of new employees when needed

## VOLUNTEERISM

**Tutor, College Discovery Program, Ithaca Youth Bureau**                      Jan. 2017 – Present

**Coach, Field Hockey Clinic, Ithaca College**                      Sept. – Nov. 2014, 2015, 2016

## SKILLS

**Computer:** VITA Certified; Morningstar Direct Certified; Microsoft Excel Certified

**Language:** Intermediate in written and conversational Spanish

15 Alfred Street,  
Ballston Springs, NY  
12866

# Samantha Gamgi

Gamgis@ithaca.edu • LinkedIn  
(518) 342-4324

325 Salt Springs  
Rd, Ithaca, NY  
14850

## EDUCATION

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Ithaca College, School of Business

*Anticipated Graduation May 2019*

Bachelor of Science in Business Administration

- **Major GPA: 3.8**, Overall GPA: 3.7
- Honors Program (2014 – Present), Dean's List (Fall 2014 – Spring 2018), Flora Brown Merit Scholar (2014 – Present), Oracle Honors Society (2016 – Present), Leadership Scholar (2014 – Present)

## FINANCE AND OPERATIONS EXPERIENCE

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**McHoman Information Systems Research Scholar**, *Ithaca College* – Ithaca, N.Y.

*April 2017 – Present*

- Research the integration of advanced technologies to optimize GE's inside the gate supply chain and power plant fabrication operations
- Utilize and improve augmented reality and IOT tracking systems to accomplish GE's goal of energy efficiency, the model cutting down on overall waste by 35%

**Account Management and Analyst Intern**, *C.H. Robinson* – Albany, N.Y.

*March – August 2017*

- Coordinated with sales and account management teams of 15-20 professionals to analyze their supply chain effectiveness and propose solutions to help the company adapt and implement to new technologies
- Worked with corporate level analysts to integrate business intelligence tools into the office, like Enterprise Resource Planning and Amazon Sagemaker, to easily build, train, and deploy machine learning models

**President**, *Core Trading Consultants* – Ithaca, N.Y.

*March – August 2017*

- Collaborate with other executive board members to organize bi-weekly guest speakers and fundraising events
- Provide information to LeMoyné's investment community to enhance their knowledge of and experience in financial careers
- Mentor students and help them develop a four-year plan to work towards their desired profession

**Investment Analyst Intern**, *DLG Wealth Management* – Clifton Park, N.Y.

*September 2013 – February 2014*

- Performed market research, collected and analyzed data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand
- Designed and built a database for Skidmore College's admissions department to store information on past applicants and track student interest to improve upon outreach

## LEADERSHIP AND INVOLVEMENT

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• **Secretary**, *Information Systems Club* – Ithaca, N.Y.

*August 2014 – February 2017*

• **Youth Mentor**, *Lake Avenue School* – Saratoga Springs, N.Y.

*April – May 2017*

• **Certified Lifeguard**, *New York State Park System* – Saratoga Springs, N.Y.

*May – August 2014 - 2016*

## SKILLS

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- Bloomberg software - Porter analysis, market research
- Programmed various analytics models using R, Excel and Crystal Ball: budget/investment analytics, supply chain analytics, business analytics, marketing analytics, forecasting and simulation, database construction and analysis
- *Computer Analytics Programming* – R, SQL, Oracle, Python, OneNote, XML, Excel proficiency, Crystal Ball, Access, Project

# JOSE ORTIZ

jortiz1@ithaca.edu • 317- 236 - 4811 • joseortiz.com

## EDUCATION

**Ithaca College, Ithaca, NY** Anticipated May 2019  
Bachelor of Science in International Business  
Minor in Politics and French  
GPA: 3.5 Deans List Fall 2016 - Spring 2017

**Université de Toulouse, Toulouse, France** January - April 2017  
Integrated French Study Abroad Program

## RELATED EXPERIENCE

**International Association of Business Communicators, Ithaca, NY** January 2017 - Present  
*Vice President*

- Utilized effective business strategies during case studies including Google, JCPenney's, and Target
- Corresponded and networked with leaders of the Macy's Thanksgiving Day Parade
- Led workshops regarding professional development and networking

**Théogone Enterprise S.A., Toulouse, France** February - April 2017  
*Business Intern*

- Translated documents into English for international correspondence
- Organized experiences into a digital, detailed report
- Corresponded with international clients about project needs
- Shadowed supervisors to understand developing business practices

**Coolings Temporary Agency, Lansing, NY** September - December 2016  
*Data Entry Clerk*

- Compiled and analyzed data for yearly fiscal report
- Organized and filed weekly reports for client information
- Observed client meetings to understand business procedures

**Consortium of Business Clubs (CBC), Ithaca College, Ithaca, NY** May - August 2016  
*Co-chair*

- Served as liaison for business clubs across Ithaca College
- Represented CBC at National Business Convention in July 2016
- Facilitated correspondence with clients from local restaurants

## SKILLS AND CERTIFICATIONS

American Red Cross First Aid and CPR Certificate Until May 15, 2018  
Microsoft Excel Certification June 2017  
Language: Fluent in French

# Shiniee T. Jackson

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*Local Address:* 864 Alumni Dr, Ithaca, NY 14850  
*Permanent Address:* 6546 Sunny Rd, Lusby, MD 20657  
*E-Mail Address:* cmunderwood@ithaca.edu  
*Phone Number:* (561) 651-6851

## EDUCATION

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**Ithaca College**, Ithaca, NY Bachelor of Science in **Business Administration** GPA: **3.95** *Anticipated May 2018*  
Concentration: **Finance** Minor: **Economics**

## HONORS & AWARDS

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Phi Kappa Phi National Honor Society (Top 7.5% of Class)	MLK Full Tuition Merit Scholarship
Oracle Honor Society (Top 10% of Class)	Dean's List (6 semesters)
Beta Gamma Sigma (Top 10% of Business Students)	P.R. Williams Award for Academic & Community Leadership
Omicron Delta Epsilon Economics Honor Society	Whalen Symposium Outstanding Research Award

## CERTIFICATIONS

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Microsoft Excel Certified	<i>December 2016 – Present</i>
Bloomberg Certified	<i>December 2016 – Present</i>

## RELEVANT EXPERIENCE

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**Financial Research Analyst Intern**, *WISE Gateway*, Washington, D.C. *June – August 2017*

- Extracted data from existing datasets to answer inbound questions and perform analytical work related to datasets
- Performed primary and secondary research in regards to private banking market trends
- Helped ensure the accuracy of survey data by supporting existing processes for data cleaning

**Financial Project Analyst Intern**, *Smartronix Inc. Engineering Solutions*, Hollywood, MD *June – July 2016*

- Supported the development of the weekly and monthly programmatic and financial project reports
- Validated charges to help ensure the financial health of the program
- Produced deliverables, detailed status reports, and overall project using strong documentation and communication skills

**Fundraising Student Development Officer**, *Ithaca College Annual Fund*, Ithaca, NY *January – May 2016*

- Persuaded alumni to invest in Ithaca College's current student financial aid packages, scholarships and clubs through conversations over the phone
- Analyzed data of committed investors and student financial aid packages through Excel spreadsheets

## LEADERSHIP EXPERIENCE

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**President**, *National Association of Black Accountants (NABA)*, Ithaca College Chapter, Ithaca, NY *September 2017-Present*

- Serve as the executive head of the Chapter, Chairperson of the Executive Board, and Ex-Officio member
- Developed and presented \$10,000 academic year budget to Dean for approval
- Plan and facilitate weekly executive board meetings with specific growth objectives

**Treasurer**, *African-Latino Society*, Ithaca College, Ithaca, NY *January – May 2016*

- Presented and successfully defended \$3,500 budget to Student Government Association
- Recorded all monetary transactions and reported levels of activity to six other executive board members
- Performed analytical work on student involvement with the club and coordinated fundraisers

**Martin Luther King Scholar**, Ithaca College, Ithaca, NY *September 2014-Present*

- Participate in leadership and community development programs while also attending monthly meetings
- Collaborated successfully with a team of 20 to create a multi-media presentation of the Civil Rights tour to the college community
- Engage in scholastic travel abroad to United Kingdom, Cuba, and Ecuador to gain information for research study

## ADDITIONAL EXPERIENCE

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**Club Volleyball Team**, Ithaca College, Ithaca, NY *September 2017-Present*

- Participate in constant teamwork while motivating others

**Journalist Intern**, *Calvert Beacon Online Newspaper*, Lusby, MD *June 2015-Present*

- Interview public officials, summarize and edit newspaper articles for publication

**Volunteer**, Big Sister/Little Sister Program Mentor, Ithaca, NY *September 2014-Present*

# Victoria Obi

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2649 Sun Dr., New Wave, CA 91010  
P: 481-981-9615 | E: vobi@gmail.com

## EDUCATION

**Ithaca College, Ithaca, NY**  
*Bachelor of Arts in Economics*  
*Minor in Political Science*  
GPA: 3.2/4.0

*Expected Graduation: May 2020*

## PROFESSIONAL EXPERIENCE

**Senior Assistant Economist, The Fielding Institute**  
*New Wave, CA*

*March 2016 – Present*

- Analyze vast amounts of data on educational economics to support institute goals
- Provide media relations for group through appearances and talks occurring twice a week
- Model and forecast trends in costs and utilization
- Research issues and work with team of 8 to report findings through a PowerPoint presentation
- Document findings and prepare reports for industry groups
- Validate team research and mentor 6 junior members as they analyzed company financials

**Intern, Management Creative Solutions (MCS)**  
*Greenwich, CT*

*May 2017 – July 2017*

- Analyzed monthly/annual work order totals from reports and relayed results to management
- Updated Management Realty Services Grant proposal and secured \$100,000 for MCS
- Wrote, edited, and formatted annual Facilities Management Work Order Report
- Populated SPSS with survey data and developed future projections from findings

**Assistant Economist, QT Healthcare**  
*Los Angeles, CA*

*November 2015 – June 2017*

- Completed descriptive and multivariate analysis of 200 pages of data
- Monitored team database to ensure updates and corrections were made in timely manner
- Prepared documentation accurately and efficiently
- Created presentations and tables of reports through Microsoft PowerPoint and Publisher
- Utilized data to model and forecast care trends and needs
- Measured clinical outcomes performance and methodologies

**Intern, Shearson Lehman Hutton**  
*Syracuse, NY*

*June 2016 – August 2016*

- Monitored daily commodity reports and alerted supervisor when significant activity occurred
- Recorded the earnings and losses for client accounts at the end of each week
- Researched stock and commodity prices using various indexes to update company information
- Participated in weekly board meetings to discuss company outlook and client satisfaction

## AFFILIATIONS

**Member, American Economic Association Member**  
**Member, Omicron Delta Epsilon Honor Society in Economics**

*September 2017 – Present*

*March 2017 – Present*

## SKILLS

*Languages: Fluent in Spanish, French, and Mandarin*  
*Technology: Advanced in Python, C++, and HTML languages*

# Carmen Valesqu ez

cvalesquez@gmail.com • 317- 236 - 4811 • 52 King Rd., Elmira, NY 14025 • valesquezcarmen.com

## EDUCATION

Roy H. Park School of Communications, Ithaca College, Ithaca, NY Anticipated May 2018  
Bachelor of Science in Integrated Marketing Communication  
Minor In Communication, Management, and Design  
GPA: 3.2 • Deans List: Fall 2016 - Spring 2017

Universidad de Sevilla, Seville, Spain January - April 2017  
Spanish Studies Abroad Spanish Immersion Program

## RELATED EXPERIENCE

International Association of Business Communicators | *Vice President* | Ithaca College, Ithaca, NY January 2017 - Present

- Utilize effective business strategies during case studies to determine mock solutions to financial situations
- Correspond and network with leaders of the Macy's Thanksgiving Day Parade
- Lead workshops regarding professional development and networking

Finger Lakes Environmental Film Festival | *Team Leader* | Ithaca, NY January - May 2017

- Supervised and trained operations team of over 40 interns at local film festival
- Facilitated training sessions around event management
- Coordinated client communication about event logistics and procedures

Paleontological Research Institution: Museum of the Earth | *Marketing Intern* | Ithaca, NY January 2016 - April 2017

- Developed comprehensive marketing proposal for major PRI initiative
- Conducted market research and situational analysis using the online database, Ebsco
- Organized goals, tactics, and projected solutions for business plans

Louisville Realty | *Intern* | Louisville, KY March - June 2015

- Organized and compiled housing information for over 1,500 homes
- Conducted housing surveillance assessments at the end of each month
- Provided customer service to potential clients to answer questions about housing options

## ADDITIONAL EXPERIENCE

Ithaca College Career Services | *Peer Career Advisor* | Ithaca, NY August 2016 - Present

- Assist students one-on-one on all levels of resume and cover letter creation
- Provide students with resources to optimize their professional development
- Host workshops about internship and job searches

Park Design House | *Lead Designer* | Ithaca College, Ithaca, NY January 2017 - February 2018

- Created graphics for Ithaca College affiliated events including guest speakers, screenings, and workshops
- Designed logo for "IC Beyond Body," an organization about body celebration
- Wrote and photographed for CROP online magazine

## INVOLVEMENT

Ithaca College Red Cross Chapter | *Volunteer* September 2014 - Present  
Ithaca College Habitat for Humanity | *Volunteer* September 2017- Present  
Ithaca College Random Acts of Kindness | *Member* January - May 2017  
Alpha Mu Delta Honor Society | *Member* Inducted March 2016

## SKILLS

Technology: Intermediate proficiency in InDesign and Photoshop  
Language: Advanced in Italian