

RESUME BOOK

MASTER OF BUSINESS ADMINISTRATION
CLASS OF 2018



SCHOOL OF BUSINESS
UNIVERSITY AT ALBANY State University of New York

Full-Time MBA Concentrations

(Alphabetical Listing of Names)

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Please contact students directly or contact Deirdre Sweeney, Director of Career Services for the School of Business (dsweeney@albany.edu): (518) 956-8383.

Cyber Security

The Cyber Security concentration is designed to train the next generation of professionals to understand the vulnerabilities and exploits in information systems available to cyber attackers. Students learn how to identify organizational vulnerabilities, understand threats, analyze risks, and select controls to mitigate risks. They also learn how to implement security in organizations, respond when incidents occur, and design systems to prevent cyber-attacks.

The Curriculum

The specialization courses are designed to ensure that students have sufficient background in both managing risks and analyzing security incidents. Beyond the core MBA courses, Information Security students will take courses in:

- Introduction to Information and Cyber Security
- Information Security Risk Assessment
- Cyber Incident Analysis
- Information Security Policies or Security implementation

Job Placement

The School of Business has a long-standing special relationship with the “Big 4” accounting firms: Deloitte, EY (Ernst & Young), KPMG, and PricewaterhouseCoopers (PwC). These four, as well as a host of other companies and organizations are routinely hiring for positions in cyber security, governance, risk and compliance, information security consulting, forensics, and regulatory compliance. The School of Business is dedicated to working with students to achieve 100% placement for its MBA students.

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Cyber Security

- *GPA:* 3.31/4.00
- *Field Project:* Stonewall Defense, Albany, NY - Marketing Analysis, and Information and Cyber Risk Assessment

University at Albany, Albany, NY

December 2015

Master in Regional Planning

Concentration: Transportation Planning

- *GPA:* 3.33/4.00

National Institute of Engineering, Mysore, India

April 2011

Bachelor of Science in Engineering

Concentration: Civil Engineering

- *GPA:* 3.50/4.00

WORK EXPERIENCE

University at Albany Blackstone LaunchPad, Albany, NY – Graduate Assistant

August 2016 – Present

- Manage data entry of financial information, run reports and hire and supervise three interns
- Provide research support in cyber security education methods and editorial services

Capital District Transportation Committee, Albany, NY – Intern

December 2015 – June 2016

- Collected and analyzed transportation infrastructure and traffic data for traffic profiling and access management study
- Mapped sidewalk inventory for cities and towns in Albany area using ArcGIS
- Participated in selection of applications for federal funds in Linkage Studies Program for year 2016-21
- Collaborated with colleagues on public meetings and workshops for planning projects/studies

NYS Department of Transportation, Albany, NY – Intern

January – December 2015

- Supported development of cost-benefit tool for infrastructure vulnerability planning in response to extreme climate events by projecting fuel economy for State with support of statistical package, SPSS
- Collaborated on creation of Vulnerability Scoring Tool for all regions using Excel
- Prepared and provided summaries on climate change impact on transportation infrastructure reports

Irrigation & Flood Control Department, Kohima, Nagaland, India – Junior Engineer

August 2012 – July 2013

- Evaluated project reports, estimated costs, verified design, and filed documents

EXTRACURRICULAR ACTIVITIES

- Young Professionals in Transportation – Vice Chair of Programming
- University at Albany - Cultural Connections – Secretary

March 2015 – June 2016

August 2014 – December 2014

COMMUNITY SERVICE

- FOCUS Churches of Albany, Albany, NY – Soup Kitchen Volunteer
- Habitat for Humanity, Troy, NY - Volunteer
- Red Cross Youth, Kohima, Nagaland - Volunteer

October 2015 – December 2015

November 2015

February 2002 – December 2004

TECHNICAL/LANGUAGE SKILLS

- Technical: SPSS, AutoCAD, Basic scripting knowledge in Python, Word, PowerPoint, Excel, **Database Design and Development** (ER Diagrams, SQL, Access); **Networking** (TCP/IP model, Network Design & Configuration, DNS); Virtual Machines (VirtualBox); **Operating Systems** (Kali Linux, Windows, Mac OS X); **Information & Cyber Security** (Vulnerability Assessment, Password Cracking, Wireshark, Social Engineering, Risk Management, Information Security Policies, Cyber Ethics)
- Language: French (Reading & Speaking Beginner), Hindi (Speaking: Beginner), Lotha (Reading: Fair, Writing: Fair, Speaking: Good)

Entrepreneurship

The Entrepreneurship concentration prepares students to think and behave like an entrepreneur, whether they wish to launch their own new venture, work in a corporation, or establish a nonprofit or social venture. Students will develop an entrepreneurial mindset, which will enable them to successfully make the transition to entrepreneurship throughout the course of their career, even if that is not their immediate goal. Students learn how to identify and assess opportunities, write an effective business plan, finance the venture, and practice entrepreneurship in multiple contexts (e.g., corporate entrepreneurship, social entrepreneurship, and entrepreneurship in the medical professions and nonprofit and public sectors). The concentration will also be highly appealing to students who intend to work for start-up companies or larger organizations providing specialized services to smaller, entrepreneurial firms (e.g., accounting, consulting, or financial service firms).

The Curriculum

The Entrepreneurship concentration curriculum focuses on the four key tasks of entrepreneurship:

1. Opportunity recognition
2. Resource acquisition (e.g., financial and human resources) and deployment
3. Goal setting and strategy formulation
4. Strategy implementation

Entrepreneurial Initiatives

Students will also have the opportunity to become involved in exciting entrepreneurial initiatives launched by the School of Business and UAlbany:

1. The Center for Advancement and Understanding of Social Enterprise ([CAUSE](#))
2. UAlbany Blackstone LaunchPad program
3. The award-winning Small Enterprise for Economic Development ([SEED](#)) Program
4. UAlbany Innovate 518 Regional Innovation Hotspot - A consortium of 13 Capital Region colleges, universities and business incubators
5. The entrepreneurship [research conferences](#)
6. The New York State Student [Business Plan Competition](#)
7. The Albany Center for Entrepreneurship - This Center will allow students to interact with other student entrepreneurs at UAlbany and other colleges and universities in region and state, as well as angel investors, alumni, and venture capitalists who can invest in your enterprise

First Name Last Name

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EDUCATION

University of Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Entrepreneurship

- *Project:* Going Green Globally (G3) project which saved Adirondack Beverages ~ \$100,000
- *GPA:* 3.82/4.0

Paul Smith's College, Paul Smiths, NY

May 2015

Bachelor of Science in Environmental Science &

Bachelor of Science in Business Management and Entrepreneurial Studies

- *Minor:* Chemistry
- *GPA:* 3.71/4.00
- *Honors:* Dean's list Fall 2011 through Spring 2015, Academic All American 2012-2104
- *Study Abroad:* Ireland studies; sustainable wind energy in contrast to solar

WORK EXPERIENCE

Hooked, Latham, NY – Fishmonger

January 2016 – Current

- Oversee and train new employees while providing excellent customer service
- Liaise with food distributors to place orders, manage inventory, and conduct quality control

Dick's Sporting Goods, Albany, NY – Lodge Associate

January 2015 – Current

- Supervise and train seven entry-level employees
- Manage rifle/gun counter sales, adhering to complex restrictions of sales
- Oversee inventory of merchandise and organization of shelves

Maurice's Deli, Schenectady, NY – Manager

September 2015 – January 2016

- Supervised and mentored new employees and conducted interviews and follow-up of new hires
- Handled daily operating activities, including nightly register deposits and reconciliations
- Ensured overall quality customer service

New York State Department of Environmental Conservation, Albany, NY – Intern

May – August 2015

- Entered three years of project-related information into database
- Compiled financial contract data and presented finding to administrative staff

EXTRACURRICULAR ACTIVITIES

- Marathon Canoe Team Member
- Rugby Team Member
- Snowshoe Club Member
- Cross Country Team Runner

August 2013 – May 2016
February 2013 – May 2015
February 2012 – May 2015
August 2011 – May 2015

TECHNICAL SKILLS/CERTIFICATION

- Proficient in Microsoft Word, Excel, and PowerPoint
- OSHA certified (30 hours)

Finance

Students in the Finance concentration receive rigorous training in financial theory that is reinforced through application in numerous project and case assignments. The concentration's academic core covers financial management as applied to corporations and portfolios, with particular attention to the understanding of capital markets and the use of investment analytics in valuation. Emphasis on financial theory in the first semester builds a base from which students move on to the concentration's main focus of alternative investments.

The Curriculum

The finance sequence of courses is designed to give students the tools to become leading participants in the modern world of Finance. Internships give each student hands-on professional level experience in the analysis and valuation of alternative investments. A hallmark of the concentration is that each student prepares and presents to faculty and senior executives a research thesis which integrates the tools and concepts developed in the Finance concentration core courses.

Job Placement

The Finance concentration prepares students for positions in alternative investment analysis of commodities, hedge funds, private equity, real assets, and structured products.

First Name Last Name

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EDUCATION

University at Albany, Albany, NY
Master of Business Administration
Concentration: Finance

Expected May 2018

Bachelor of Science in Business Administration
Combined Concentrations: Finance & Information Technology Management

August 2012 – May 2016

- *Minor:* Economics and Japanese Studies
- *GPA:* 3.72/4.00
- *Honors:* Dean's List of Distinguished Students (Every semester)
- *Awards:* Spellman Academic Achievement Award; Member of Golden Key International Honor Society

WORK EXPERIENCE

University at Albany–The Institutional Research, Planning and Effectiveness Department, Albany, NY
Graduate Assistant

Academic Year 2017 – 2018

- Advanced research function of office by gathering, analyzing, formatting and reporting data.
- Conducted comparison on both qualitative and quantitative analysis among U.S. research institutions.

CITIC Securities Brokerage (HK) Limited – Sales Trading and Dealing Department, Hong Kong, China
Summer Assistant

July 2017 – August 2017

- Executed different trading system, such as CTM, Ulink and Win-vest R5.
- Updated and revised dealing manual and other internal procedures.
- Participated in mock trading simulations to gain a greater understanding of market trading strategies.

Oversea-Chinese Banking Corporation Limited, Beijing, China
Finance and Accounting Intern

July 2015 – August 2015

- Evaluated 10-k for multiple companies, conducted analysis, explored and summarized findings, and presented to team leader.
- Processed accounting data and assisted colleagues in preparing industry analysis reports and memos.

EXTRACURRICULAR ACTIVITIES

- Medishine – Volunteer for categorizing and building financial statements; client services **June 2017**
- Off-Campus Ambassadors – Student Assistant **Academic Year 2016 – 2017**
- Educational Opportunities Program – Tutor **September 2014 – January 2017**
- UAlbany Stock Exchange (UASE) - Member **August 2015 – May 2016**

BUSINESS PROJECT

Going Green Globally (G3) – Saratoga Springs, NY

Spring 2017

- Worked on MBA consulting team to achieve energy and cost savings of \$10,000 for city of Saratoga Springs.
- While coached by National Grid, conducted research to help city develop and implement sustainable strategies.
- Proposed professional business deliverables that switches HPS to dimming LED lights to save costs.

TECHNICAL/LANGUAGE SKILLS

- Technical: Proficient in Microsoft Excel, PowerPoint, Access, Visio and Word, Bloomberg Terminal, SQL, SPSS, Tableau, Qualtrics and website design.
- Languages: Fluent in Chinese (Mandarin and Cantonese), Basic Conversational Japanese.

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EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Finance

- *GPA:* 3.72/4.00

Babcock University, Ilishan, Nigeria

June 2010

Bachelor of Science in Public Administration

- *GPA:* 3.91/5.00

WORK EXPERIENCE

SUNY Research Foundation, Albany, NY – Research Assistant

February – June 2017

- Analyzed sectors, subsectors, and industries based on their annual/ quarterly revenue
- Identified sectors, subsector, and industries and their weather sensitivity and barrier to partnerships
- Strategically developed and structured potential for a collaboration with companies in analyzed sectors, subsectors, and industries and role weather plays in operations of a typical companies in that industry
- Team earned a grant of \$775K for further research using immersion of weather sensitivity into business analytics

Union Bank Nigeria Plc, Albany, NY– Assurance Analyst

September 2012 – June 2016

- Reviewed financial statements and analyzed deposits based on revenue leakages and expense reductions for all bank branch transactions
- Developed detailed models to identify trends and forecasting models based on empirical information
- Consolidated and analyzed monthly results and budgets
- Created and delivered presentations on recommendations based on periodic expense savings with preemptive effort at curbing recurring loss issues based on team trends analysis
- Cut litigation expense by over 75% through our trend analysis monitoring and consistent reporting
- Rudimentary and consistent quarterly training & sanctions reduced operational (transactional) errors by over 70% within 2 years
- Cash reserves increased by over 65% and after six years resumed payment of increasing dividends

EXTRACURRICULAR ACTIVITY

- Redeemed Christian Church of God – Sunday School Teacher

January 2017 – Present

TECHNICAL/LANGUAGE SKILLS/CERTIFICATION

- Technical: SQL, SAS, R, ACL, Microsoft Office suite
- Language: French, Yoruba
- Certification: Certified Financial Analyst – Candidate for Level 1

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University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Finance

- *GPA: 3.67/4.00*
- *Study Abroad: India*

Vellore Institute of Technology, India

2015

Bachelor of Technology in Computer Science and Engineering

- *CPGA:8.2/10.0*

WORK EXPERIENCE

NYS Office of Information Technology Services, Albany, NY – Student Assistant May 2017 – August 2017

- Analyzed and documented fee codes for different types of transactions while working with Output Management Service and DMV Mainframe Revenue systems cluster in ITS.
- Analyzed refund system of DMV and provided process and in-detail documentation of flow.

Bethlehem Public Library, Bethlehem, NY – Student Consultant

May 2017

- Determined global best practices in conserving energy and use of renewable resources to reduce total cost and save environment from Co2 emissions.

SV Group, India – Associate Financial Analyst

August 2015 – May 2016

- Utilized Tally-Enterprise Resource Planning software for accounting and financial management.
- Wrote monthly accruals, journal entries and prepared invoices.

Tangoe Inc., India – Quality Assurance Intern

January 2015 – July 2015

- Worked on a team of eight members on application software testing tools.
- Tested multiple scripts and handled syntax errors with efficiency.

Cubot Robust Designs Pvt. Ltd., India – Business Intelligence Analyst Intern

June 2014

- Collected Big Data relating to a pharmaceutical company.
- Generated logical data reports to aid company in decision-making.

EXTRACURRICULAR ACTIVITIES

- Gravitas Technical Fest-Leadership-Vellore Institute of Technology, India **February 2014**
 - Coordinated a 3-day technology event managing about 100 students.

COMMUNITY SERVICE

- Ayuda-Non-Governmental Organization **August 2014 – August 2015**
 - Taught basic English and math to low-income school children.

TECHNICAL SKILLS

- C, C++, Cobol, Java, HTML, MySQL Database, Windows (Platform), Word, Excel, PowerPoint

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EDUCATION

University at Albany, Albany, NY

Master of Business Administration

Expected May 2018

Concentration: Finance

- *GPA:* 3.80/4.00
- *Honor:* Dean's List of distinguished students

Bachelor of Arts in Economics

May 2016

- *GPA:* 3.30/4.00
- *Honors:* Dean's List of distinguished students, Cum Laude

WORK EXPERIENCE

New York State Department of Health, Albany, NY – Intern

September 2017 - Present

- Analyze and compile statistical data using Excel and Access for development of program policies and initiatives
- Provide technical assistance and support to division staff by designing surveys for annual collection of statistical information
- Ensure non-compliant agencies are identified and their information is submitted to Division of Legal Affairs

University at Albany - G3 Consulting Field Study, Albany, NY – Consultant

April - May 2017

- Developed sustainable business solutions for Bethlehem Public Library in a group project
- Identified cost reductions related to maintenance and utilities through green initiatives saving in excess of \$100,000
- Produced and presented a targeted six-month implementation plan to board of directors

Best Fitness, Albany, NY – Front Desk

August 2016 – February 2017

- Greeted and interacted with customers to provide value and increase juice bar sales
- Managed inbound calls to recruit new members and schedule sales of various training programs
- Reported to Facility Manager for end of business day receipts, register reconciliation and store closing protocols

EXTRACURRICULAR ACTIVITIES

- Theta Delta Chi - Member
- University at Albany Stock Exchange Club – Member

Spring 2014 – Present

Fall 2014 – Spring 2016

COMMUNITY SERVICE

- Bros UniteD – Volunteer
- Relay for Life – Volunteer
- Starlight Children's Foundation Superhero Sprint - Volunteer

Spring 2014 – Present

Spring 2014 – Present

Spring 2014 – Present

TECHNICAL SKILLS/CERTIFICATION

- Excel, Access, PowerPoint, Outlook, Word, Database Management CRM/ACT!, Python
- Bloomberg Terminal Certified

First Name Last Name

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EDUCATION

University at Albany, Albany, NY

Master of Business Administration

Expected May 2018

Concentration: Finance

- *GPA: 3.74/4.00*

Bachelor of Arts in History & Economics

August 2016

- *GPA: 3.79/4.00*
- *Honors/Award: Dean's List – Fall 2014, Spring 2015, Spring 2016, The Howard & Cecily Wachtel Scholarship (Fall 2015)*

WORK EXPERIENCE

Cardiology Associates of Schenectady, Schenectady, NY

June 2016 – Present

Secretary/Research Assistant

- Manage check out window, schedule patient tests, and assist with developing physician schedules.
- Prepare subject schedules and input data as part of a cardiovascular research program with Duke University.

Trans Tech – QCQA, Schenectady NY

May 2013 – January 2014

Lab and Field Technician/Drillers Assistant

- As part of a quality control team, independently tested asphalt, concrete, and soils.
- Inspected steel beams and rebar to ensure compliance with federal regulations.

Ballston Spa Swim Club, Ballston Spa, NY

August 2011 – June 2013

Swim Coach & Lifeguard

- Taught 80-100 children ages 6-17 basic swim instruction & techniques while ensuring proper safety guidelines.
- Monitored activities to ensure safety of swimmers and administered emergency first aid if needed.

Marshall's, Schenectady, NY

August 2009 – April 2012

Sales Associate

- Greeted customers, answered questions, maintained store inventory and provided prompt and courteous check out transactions.
- Prepared and reconciled cash transactions for bank deposits

EXTRACURRICULAR ACTIVITIES

- University at Albany Library Student Advisory Board – Active Member **Fall 2015 – Spring 2016**

TECHNICAL SKILLS

- Excel, Outlook, Word, PowerPoint

First Name Last Name

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EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Finance

- GPA: 3.78/4.0

Atharva College of Engineering, University of Mumbai, Mumbai, India

June 2016

Bachelor of Engineering in Information Technology

- GPA: 6.55/10

WORK EXPERIENCE

New York State Office of Mental Health (OMH), Albany, NY

September 2017 – Present

Budget Intern

- Expedite process of eliminating budget allocation anomalies
- Devise cleaner process flows to prepare for compliance with new laws and upcoming budget plans

New York State Energy Research and Development Authority (NYSERDA), Albany, NY

June – August 2017

Intern

- Assisted on NYSERDA's Clean Energy Communities Program (PON 3298)
- Summarized information to generate material to be used for a periodic competitive evaluation process
- Tracked financial data and maintained spreadsheets
- Co-conducted periodic competitive evaluation process and prepared reports for upper management
- Collaborated with senior project manager in charge of communications with responding to clients concerns

G3: Going Green Globally, University at Albany, Albany, NY

April – May 2017

Student Consultant with People's Group

- Met with client (Proctors, Schenectady) to identify unique operational areas of concern
- Researched and presented on sustainable methods to help client save \$300,000 over a 10-year period, including implementation of lower-cost, eco-friendly energy sources.

ACADEMIC PROJECTS AND EXPERIENCE

Final Year Project: XML Parser based Résumé System, Mumbai University

August 2015 – March 2016

Developer

- Developed a system with features to simplify candidate selection process for hiring organizations, including separate interfaces for recruiters and applicants, automated email, and filtering by keywords

Data Mining Mini Project: Implementation of a Data Mining Algorithm, Mumbai University

January – April 2015

Developer

- Built a data classifier for Network Intrusion Detection to distinguish between authorized and unauthorized access where classifier used unsupervised learning algorithm 'K-means' and KDD Cup 99 dataset was used for training and testing purposes

EXTRACURRICULAR ACTIVITIES

- Indian Student Organization, University at Albany - Member **September 2016 – May 2018**
 - Relations Chair (September 2017 – May 2018)
 - Received Certificate of Appreciation for Outstanding Service (2016-2017)
- College Cultural Festival, University of Mumbai - Sponsorship Team in Rhythm-Core Member **March 2013**
 - Secured deal with festival co-sponsor for the year (Bombay High Apparel)

TECHNICAL/LANGUAGE SKILLS

- **Technical:** Java, Python, HTML/5, CSS/3, PHP/MySQL, Oracle, SAS, Linux, Windows, Android, and Microsoft Office – Excel, PowerPoint, Word, Visio, Outlook
- **Languages:** Hindi (fluent), Japanese (beginner), Sanskrit (intermediate)

First Name Last Name

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EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Finance

- *GPA:* 3.94/4.00
- *G3 Project* – Bethlehem Public Library: As a team, implemented environmentally sustainable initiatives which saved organization over \$100,000. Worked with various vendors, ran financial analyses, and presented recommendations in front of over 200 people, including board of directors.

Utica College, Utica, NY

May 2016

Bachelor of Science in Business-Economics

Concentration: Finance

- *Minor:* Risk Management and Insurance
- *GPA:* 3.75/4.00
- *Honors:* Consistent Dean's List member, Empire 8 Athletic Conference President's List, Magna Cum Laude
- *Senior thesis:* "Does On-Field Success Equal Financial Success?" (Based on statistical analysis of Major League Baseball Teams. Grade received: A)

FINANCE WORK EXPERIENCE

General Electric, Schenectady, NY, Tax Analyst Co-Op

May 2017-Present

- Provide financial analysis of current vendor to help cut costs, increase efficiency and controllership through contract negotiation.
- Assist in implementation of an international payroll system
- Oversee state and local tax registration of all of GE's companies

Northwestern Mutual, New Hartford, NY, Financial Representative

May - December 2014

- Formulated comprehensive financial plans for life insurance and other savings vehicles
- Set up 15-25 sales meetings on a weekly basis
- Met sales goal of 5 new monthly clients and 10 financial products sold

OTHER WORK EXPERIENCE

Black Cat Ventures, Sharon Springs, NY, Associate

May 2015-Present

- Manage all aspects of kitchen operations including purchasing, food prep, hiring, and maintaining cleanliness standards in accordance with state laws
- Maintain clear and accurate records of inventory levels and provide annual reports used for forecasting
- Evaluate raw material deliveries from food distribution company to ensure quality control

EXTRACURRICULAR ACTIVITIES

- Utica College
 - Baseball Team – Player (2012-2016), Gamma Iota Sigma (Risk management fraternity), Investment Club

TECHNICAL SKILLS/CERTIFICATION

- Microsoft Excel, Access, PowerPoint, Word, PeopleSoft HRMS
- New York State Life, Accident, and Health Insurance License

Human Resource Information Systems

For nearly 30 years, the UAlbany HRIS concentration has been a leader in graduate human resources education. Today, the HRIS concentration is the only MBA concentration in the United States that broadly integrates technology into the HR curriculum. Our graduates are trained to be technologically savvy managers, HR professionals, and HR & HRIS consultants.

Program Highlights

- **Real-World Consulting Experience:** All students complete an in-depth, two semester (8 months) consulting project for an organization. Previous clients have included large corporations such as General Electric, PWC and SAP, start-up firms such as KCO Resources, nrastructure, and Tech Valley Connect, and not for-profit and governmental agencies such as Living Resources and the State of New York. Projects include both traditional HR and HR technology engagements.
- **Hands-On HR Software Projects:** Alumni and corporations have generously donated their time and resources to ensure that students have a unique opportunity to complete projects on leading-edge, and in-demand, software such as Success Factor’s cloud-based *Employee Central* and INFOR’s *Global HR*.

Job Placement

Our alumni work in a variety of managerial, human resources, and technical roles for companies such as:

Accenture	Dell Computers	Lockheed Martin	SAP America
AMD	FedEx	McGraw-Hill	SEFCU
Aon Hewitt	General Electric	Mercedes-Benz	Sierra-Cedar
Avon	GE Energy	Merck & Co	SkyBridge Capital
Bank of New York Mellon	GlobalFoundries	Momentive	State of New York
Bausch and Lomb	The Golub Corporation	Morgan Stanley	SuccessFactors
Black Rock	Hasbro	MVP Healthcare	TIAA-CREF
Booz Allen Hamilton	Huron Consulting	Oracle	Willis Towers Watson
Bristol-Myers Squibb	IBM	PepsiCo	Uber
Collaborative Solutions	JP Morgan	Petco	United Health Group
Deloitte	KPMG	PWC	Workday

For more information on the HRIS concentration, please contact Dr. Richard Johnson, Director of the HRIS Program and Associate Professor (rjohnson@albany.edu).

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Human Resources Information Systems

- *Field Project:* University at Albany – Information Technology Services - Advise client on technology configuration supporting student learning while drawing on best-practices from other universities. Specifically, present a plan that automates process of connecting Computer Science majors with required software programs, such as Java or Office, for their classes. Will benchmark other universities and use Microsoft Project and a Charter to outline a plan and suggest possible software to help with this process.

Farmingdale State College, Farmingdale, NY

August 2015

Bachelor of Science in Business Management

- *Honors/Awards:* President's List, Academic Excellence Award, Sigma Beta Delta Honor Society, Golden Key Honor Society
- *Student Exchange:* **IQS Universitat Ramon Llull, Barcelona, Spain** **January – May 2015**
 - Theorized an International Marketing Plan for an existing company's product with a country screening, cultural analysis and a plan for market segmentation and entry.
- *Study Abroad:* **Florence University of the Arts, Florence, Italy** **May – June 2014**
 - Successfully managed social media marketing with clothing company, Femo Factory, for a t-shirt campaign. All proceeds went to Syrian refugees from United Nations.

WORK EXPERIENCE

New York State Energy Research and Development Authority, Albany, NY

October 2017 – Present

Project Management Intern

- Facilitate coordination of Project Scoring Committees corresponding with development of memos, including detailed calculations of energy saving metrics submitted for approval from senior management.
- Implement new software procedures to accelerate processing of more than 100 individual clean energy contracts from municipalities.
- Analyze financial metrics with unique identifiers to bulk load into database server.

Momentive Performance Materials, Waterford, NY

June – August 2017

Human Resources Intern, Talent Management

- Participated in full talent acquisition cycle for a global company, coordinating interviews, using behavioral interviewing techniques, and debriefing with business stakeholders.
- Projected a plan for evolving company's culture by evaluating employee workshop metrics.
- Analyzed employee headcount by function, level, and region to determine if forecast for company's Annual Operating Plan & Budget was on track.
- Using Workday design, collected job profiles to be transferred from Brass Ring into new Applicant Tracking System.
- Researched and outlined an employee workshop on feedback and coaching for Learning & Development team.

Farmingdale State College School of Business, Farmingdale, NY

January – May 2014

Marketing Intern

- Recruited students for Business Management Internship Program by presenting in college classrooms.
- Attended networking events including Long Island Real Estate Expo to promote program to potential companies.
- Created professional documents including executive summaries, Gantt charts, and benchmarking reports on area schools.

TECHNICAL SKILLS

- Excel, PowerPoint, Word, Salesforce, PeopleSoft, macOS, Adobe, Photoshop, BrassRing

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Master of Business Administration

Expected May 2018

Concentration: Human Resources Information Systems

Bachelor of Arts in Sociology

May 2015

- *Minor:* Business Administration

WORK EXPERIENCE

University at Albany Athletics Business Office, Albany, NY

Business Office Assistant

June 2014 – Present

- Supervise and verify collection of monetary funds acquired from fundraising activities
- Certify procurement card transactions and statements on a weekly/monthly basis
- Input data and all office documents in access database system
- Contact vendors and finalize bill payments and prepare paperwork for accounting department
- Create and organize new filing systems on a yearly basis to ensure proper placement of all documents

GLC Business Services, Albany, NY

Office Services Assistant

June – August 2016

- Provided lawyers with administrative assistance by preparing and finalizing documents
- Transferred physical documents into digital version resulting in a more streamlined office flow
- Delivered confidential documents to departments and oversaw mail distribution

University at Albany STEP Program, Albany, NY

Tutor/ Mentor/ Program Advisor

September 2012 – May 2015

- Supervised paid and volunteer undergraduate mentors and tutors at Albany High School
- Collaborated in development of a positive and judgement-free socio academic after school environment
- Facilitated mentorship program by pairing staff and students with similar interests
- Evaluated STEP's mentoring and student services and provided effective feedback to staff and administrators
- Facilitated academic enriching discussions, multicultural workshops, and activities to students
- Promoted pertinent rewards of higher education to underrepresented students through college panels
- Assisted with recruitment of students for after-school program

EXTRACURRICULAR ACTIVITIES

- Fuerza Latina/National Latino Collegiate Conference/ – Event Planner **September 2012 – March 2014**

COMMUNITY SERVICE

- Community Outreach/ Service is Key – Community Service Member **September 2012 – May 2013**

TECHNICAL/LANGUAGE SKILLS

- Technical: Word, PowerPoint, Outlook, Excel, Access, Mac OSX Operating Systems
- Language: Spanish

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Human Resource Information Systems

- GPA: 3.88/4.00
- *Field Project:* Sierra Cedar - Analyze 20 years of industry data on HRIS to provide insights on historic, emerging and innovative HR technology trends. Assist in developing 20th Anniversary HR Systems Survey

Banasthali University, Rajasthan, India

May 2011

Bachelor of Technology in Electronics and Communications Engineering

- CGPA: 74.36%/100%

WORK EXPERIENCE

Global Foundries, Malta, NY – HRIS Intern

April 2017 – September 2017

- Provided technical support for Learning Management System (LMS) and developed web application to interface with LMS.
- Designed and developed Microsoft Power BI Dashboards to track internal training team KPI's and provide data to customer groups.
- Collaborated with IT department to troubleshoot and resolve issues with training systems and maintain functionality.
- Designed and developed internal portal for customer communication and provided online training material and job-aids for training systems.

T&E Associates, Ballston Spa, NY – Data Specialist

March 2015 – July 2016

- Coordinated with GE HR Employees globally regarding data quality and timelines.
- Advised GE Data Governance Team on special projects involving GCRM tool simplification.
- Conducted IT testing for software changes and updates.
- Raised and reported errors in WebADI logic and collaborated with respective team for a course of action.
- Achieved expertise in utilizing Oracle HR General Electric Software.

HCL Technologies, National Capital Region, India – Software Engineer

June 2011 – January 2014

- Trained new teammates on XML, creating and adding Sample Data to Business Object, creating complex document templates, linking a Batch Config and testing new object in Thunderhead.
- Created Unit/System Integration test plan & test data and used Selenium for testing purposes.
- Implemented web changes in Insurance website for Royal Bank of Scotland, using Java and CSS.

COMMUNITY SERVICE

- Saratoga County Animal Shelter, Ballston Spa, NY – Volunteer

January 2017 – Present

AWARDS

- HCL Technologies - Livewire Award for sincere and dedicated work - Manesar, India.

TECHNICAL SKILLS / LANGUAGE SKILLS/CERTIFICATION

- Technical: Oracle Software, GCRM, HRDM, Thunderhead NOW 5.0, Eclipse, Java, JavaScript, CSS, HTML, SQL, Word, PowerPoint
- Language: Hindi, German (Level 1 certification)
- Certification: Computer Hardware, Banasthali University, India

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Human Resource Information Systems

- *GPA:* 3.86/4.0
- *Honor:* Healthplex Sons and Daughters Scholarship

State University of New York at Oneonta, Oneonta, NY

May 2016

Bachelor of Science in Fashion Merchandising and Textiles

- *GPA:* 3.46/4.0

Fashion Institute of Technology, New York, NY

May 2014

Associates in Fashion Merchandising and Marketing

- *GPA:* 3.89/4.0

WORK EXPERIENCE

General Electric – Global Operations, Schenectady, NY – Customer Care Intern

June 2017 - Present

- Export daily metrics to Excel for top callers and top call drivers to determine trends and process defects.
- Process customer address changes through Oracle and PeopleSoft.
- Examine repeat callers to call center and determine root cause.
- Create online forms and mashup charts for project pilots to examine feedback and trends.
- Observe calls to vendor and identify call drivers, trends and process defects.
- Organize metrics in Excel from Google Analytics and identify what customer internet traffic trends.

Ursula of Switzerland, Waterford, NY – Customer Service Representative

June – August 2016

- Collaborated with buyers on style, price, inventory inquiries, return authorizations, buybacks, call tags and stock orders.
- Managed all social media websites, marketing promotions and email blasts.
- Styled, merchandised and photographed Her Life Magazine and social media advertisements.
- Attended New York Bridal Shows at The Piers, modeled gowns and assisted in sales.

KAS New York, New York, NY – Merchandising Sales Intern

January – May 2015

- Contacted buyers and informed them of promotions, appointments and shows.
- Attended Coterie Tradeshow and assisted buyers.
- Scheduled showroom and road trip appointments.
- Traveled to stores and boutiques to present new collections and created stock orders.
- Merchandised showroom to be presentable and interesting for visitors.
- Created Excel spreadsheets and organized pending invoices from buyers.

EXTRACURRICULAR ACTIVITIES

- Terpsichorean Dance Company, Oneonta, NY - Choreographer/Dancer

August 2011 – May 2015

COMMUNITY SERVICE

- Equinox, Albany, NY – Delivery Volunteer
- Schenectady Inner City Ministry - Server

November 2007 – Present

August 2017

TECHNICAL SKILLS

- Microsoft Word, PowerPoint, Excel, Oracle - PeopleSoft and Service Cloud

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany - Albany, NY

Master of Business Administration

Expected May 2018

Concentration: Human Resource Information Systems

- *Award:* H.O. Hirt Scholarship, Pre-professional Development Award
- *Field Project:* Autotask Corporation - Enhance current virtual training plan through research and implementation of best practices, maintain and create new content in learning management system to ensure continued professional development, and advance employee knowledge through support in new hire onboarding process.

Bachelor of Science in Business Administration

May 2014

- *Award:* H.O. Hirt Scholarship

WORK EXPERIENCE

University at Albany - Albany, NY - Marketing Graduate Assistant

August 2016 – Present

- Guide students in learning high level marketing content to ensure proper understanding of material
- Designed a template used to capture and organize information of over 500 students
- Advance student knowledge through mentoring and tutoring sessions

University at Albany - Albany, NY - Student Affairs/Career Services Intern

June 2017 – August 2017

- Supervised career counseling appointments to help students gain essential skills for professional growth
- Assisted in development of workshops and events intended to bolster student success
- Led in creation of a program designed to alleviate student anxiety in a corporate environment
- Educated students and parents during orientation on opportunities provided by Office of Career and Professional Development

American Forge & Foundry, Inc. - Albany, NY - Interim Product/Marketing Manager

June 2014 – October 2015

- Developed and implemented a marketing content strategy to maximize customer leads
- Guided in process of training incoming employees to boost performance potential and efficiency
- Monitored and reported any relevant industry information from news outlets or social media sites
- Created company's first digital marketing strategy to allow for a greater customer reach

Albany Stratton VA Medical Center - Albany, NY - Human Resources Intern

December 2013 – May 2014

- Took part in recruiting process to ensure most qualified candidates were pursued
- Oversaw training and development of forthcoming employee prospects
- Ensured personal employee safety was followed through mandated policies and procedures
- Reviewed applications and made recommendations for interviews

Ballston Spa National Bank - Ballston Spa, NY - Finance/Marketing Intern

June 2012 – August 2012

- Managed customers banking requests and concerns
- Developed strategies for promotional activities and events
- Assisted with financial analysis and annual reporting of customer organizations
- Generated social media content which was used across all digital platforms

The Ballston Journal - Ballston Spa, NY - Business Assistant

June 2011 – August 2011

- Organized three local promotional events designed to increase readership and advertising revenue
- Sold sponsorship opportunities to approximately 75 new clients
- Cold called approximately 100 local businesses per month to offer advertising opportunities

VOLUNTEER EXPERIENCE

- Mentored aspiring young business professionals for Young Entrepreneurs Academy at University at Albany
- Organized a suicide prevention charity event for University at Albany
- Volunteer for Regional Food Bank of Northeastern New York
- Volunteer for University at Albany MBA Program

TECHNICAL SKILLS

- Word, Excel, PowerPoint

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Human Resource Information Systems

University at Albany, Albany, NY

May 2016

Bachelor of Science in Business Administration

Concentration: Marketing and Management

PROFESSIONAL EXPERIENCE

General Electric – Global Operations, Schenectady, NY

May 2017 – Current

Intern/Co-Op- Retirement

- Process and audit employee pension withdrawals using PeopleSoft
- Aid in process of department-wide projects to effectively reduce company cost & increase customer experience
- Analyze top call drivers to call center and identify opportunities for continuous improvement through organizing a team wide service observe project
- Create standard operating procedures manuals and train new and current employees

University at Albany Residential Life, Albany, NY

January 2017- May 2017

Graduate Assistant for Student Conduct

- Processed and reviewed conduct reports in reference to Student Conduct Handbook
- Facilitated monthly student conduct sanction meetings
- Supervised five management assistants
- Utilized housing and judicial information systems to process and review cases
- Served as liaison for all departments at the University regarding student discipline and conduct

University at Albany Residential Life, Albany, NY

August 2014 – May 2016

Managerial Assistant for HR and Professional Development

- Processed and reviewed all payroll paperwork
- Documented and verified departmental budget and expenditures
- Coordinated two campus-wide events
- Organized and updated staff member data utilizing Excel spreadsheets and created reports

FIELD STUDY EXPERIENCE

AngioDynamics, Latham, NY

December 2017 – Current

- Conduct a vendor analysis for an Applicant Tracking System and a Background Check Vendor
- Assist in implementation and roll-out of annual performance development program

EXTRACURRICULAR ACTIVITIES

- Albany Business Leaders Emerging – Member
- GE Women’s Network – Member
- Deanna Marie Rivers Foundation – Volunteer

2017 – Current

May 2017 – Current

December 2012 - Current

TECHNICAL SKILLS

- Microsoft Office, Odyssey, ADP, PeopleSoft, Service Cloud, Oracle, Infor, Data Analysis

Information Systems & Business Analytics

The Information Systems and Business Analytics concentration trains students to leverage data assets to improve business performance. Students who complete the concentration will be able to link information systems and business analytics with the functional areas of a business. They will develop competencies in database design and application, business intelligence, data mining, and big data. Additionally, students will be able to frame a business problem, learn how to demonstrate the benefits information system and business analytics projects, and make professional presentations. Concentration graduates will play a vital role in helping companies understand the importance of data and analytical methods for solving problems, taking advantage of opportunities, and improving decision-making.

The ISBA concentration is not a computer science program, but a business program to prepare professionals for using information systems and business analytics to improve an organization's performance. The concentration admits students with technical and non-technical degrees and prepares them to work across a broad spectrum of disciplines, including marketing, sales, operations, and human resources.

Our track record in focused education and career-building is based on more than 36 years of solid experience. Employers of our graduates regularly report that Albany students "hit the ground running" and are able to add value to the organization.

The Curriculum

The information systems and analytics core of the concentration includes technical content about databases, visualization, and data mining, but grounds the content in a business prospective.

ISBA Field Project

An important component of the ISBA concentration is a year-long field project, which is equivalent to a master's thesis. Students apply ISBA concepts, principles, and techniques taught in a classroom to real-world problems and opportunities. The projects provide hands-on experience in business context of management expectations, project deadlines, and quality outcomes.

Job Placement

Placement of our graduates is a high priority at the University at Albany. The ISBA faculty is dedicated to working with staff and students to help graduates find jobs. Many graduates will receive offers from consulting and other companies, including

- Deloitte
- PWC
- EY
- General Electric Corporation
- Ford Motor Company
- Goldman Sachs
- New York State

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

- *GPA: 3.89/4.00*
- *Projects:*
 - *Field Project: AutoX* - Perform data analytics to geo-map vehicle owner radius patterns in NY, develop database for purchase stream process, and assist in launching a mobile app. Conduct marketing analytics to determine potential app users.
 - *“Going Green Globally”*- Business sustainability proposal to The City of Saratoga Springs, NY. Resulted in a savings of \$100,000+ per year

Birla Institute of Technology and Science – PILANI, Dubai, UAE

June 2013

Bachelor of Engineering (Honors) in Chemical Engineering

- *CGPA: Achieved First class division with 7.33 out of 10*
- *Project: “An Investigation on the Synthesis, Characterization and Applications of Bio-degradable Polymers”*

EXPERIENCE

University at Albany, Albany, NY

January 2017 – Present

Student Assistant

- Re-engineer Standard Operating Procedures for Economics Department’s staff and students
- Launch digitalized academic and events calendar for Economics Department

Saint-Gobain - Gyproc, Abu Dhabi, UAE

French multinational corporation in production, processing and distribution of high-performance materials and packaging

Process Engineer

July 2015 – July 2016

- Headed Energy Optimisation and Benchmarking project – Savings of \$400,000+ within 9 months
- Aided successful launch of new product development (NPD), contributing a volume growth of 1.6% to business
- Managed a team of 2 direct reports and 25+ indirect reports
- Supported yearly budgeting for process department and projects
- Facilitated process improvement and risk assessment analysis aligned to continuous improvement
- Involved in strategic product pricing
- Defined detailed procedures and monitoring systems refining process efficiency and enabling process reengineering
- Participated in World Class Manufacturing driven functionalities and projects

Junior Process Engineer

March 2014 – July 2015

- Utilized quality tools (Six Sigma) to monitor and improve processes
- Supported Quality Management System and Process safety procedures
- Conducted risk analysis and OSHA reports for process engineering improvements
- Monitored calibration, control and testing systems

Aditya Birla Group - UltraTech Cement, Abu Dhabi, UAE

February – July 2013

Indian global corporation in manufacturing and service providing companies

Intern

- Coordinated presentations and technical performance reports
- Monitored and assessed developments related to Kaizen
- Conducted quality testing of Ordinary Portland Cement, Portland Limestone Cement and Oil-well Cement
- Managed Special Project: “Oil-well Cement and API Standards & Testing Measures”

TECHNICAL/LAUNGUAGE SKILLS

- **Technical:** Word, PowerPoint, Excel, Access, Visio, Outlook, Minitab, SCADA, AutoCAD, C Programming, Google Analytics, Python, SQL, SPSS Modeler, PLC, Kali Linux
- **Language:** French, Arabic, Hindi, Malayalam, Tamil

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

- University at Albany**, Albany, New York **Expected May 2018**
Master of Business Administration
Concentration: Information Systems & Business Analytics
- New York Medical College**, Valhalla, New York **May 2016**
Master of Public Health
Concentration: Health, Policy, and Management
- Rochester Institute of Technology**, Rochester, New York **May 2014**
Bachelor of Science in Psychology

WORK EXPERIENCE

- CMP Industries, LLC**, Albany, NY – Export Intern **May 2017 – Present**
- Prepare and process official documents needed to export prosthetic dental materials and equipment worldwide.
 - Interact with customers, manage small projects, invoice orders using IBM UniVerse software and process orders using web-based Global Wizard.
- New York Medical College**, Valhalla, NY – Graduate Assistant **January 2015 – May 2015**
- Processed approximately 60 student applications electronically per month leading to high levels of efficiency and thoroughness in application process.
 - Answered critical phone calls which aided and attracted prospective applicants.

CONSULTING PROJECTS

- University at Albany**, Albany, New York – Field Study **September 2017 – Present**
- Assist ARxChange in increasing patient receivables by identifying key trends in patients and their payment behavioral patterns using data mining and interpretive market analysis such as Qlik and ARxChange analytics. These models aid in guiding firm's market capture and strengthen its communication and revenue growth strategies.
- University at Albany**, Albany, New York – Going Green Globally **May 2017 – August 2017**
- Worked with City of Cohoes to provide sustainable recommendations that resulted in \$100,000 savings for city. These recommendations included, changing to LED lighting and fixing windows to reduce energy costs.
- New York Medical College**, Valhalla, New York – Capstone Project **January 2016 – May 2016**
- Improved access and information to providers, reduced costs, and improved quality of services delivered to support groups. Support groups provide a safe and confidential environment for participants to express freely the health struggles they face and are accessible in different formats.

COMMUNITY SERVICE

- Westchester Medical Center – Case Management **September 2014 – May 2015**

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint, Access, SPSS Modeler, SharePoint, Qlik Sense, Global Wizard, IBM UniVerse, Adobe Illustrator

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

Information Security Certificate

- *GPA:* 3.62/4.00
- *Award:* School of Business Pre-professional Development Award
- *Field Project:* University at Albany ITYS - Researching higher education information architecture frameworks that would be compatible with the university and implemented across all departments.

Bachelor of Science in Informatics

May 2016

- *Minor:* Business
- *GPA:* 3.06/4.00

EXPERIENCE

Campus Recreation, UAlbany, Albany, NY - Club Sports Graduate Assistant

September 2017 – Present

- Supervise 26 club sports, oversee collective budget of approximately \$100,000, and conduct monthly meetings to ensure that all clubs are funded and in good standing

School of Business, UAlbany, Albany, NY - Technical Graduate Assistant

September 2016 – Present

- Redesign and update School of Business websites and ensure accuracy of information
- Create illustrious slideshows and presentations using Adobe Photoshop and Microsoft PowerPoint to populate screens for Visix platform

Orientation & Transition Programs, UAlbany, Albany, NY - Technical Graduate Assistant **September 2016 – May 2017**

- Managed and updated web content, software programs, and databases associated with Orientation and Transition Programs office to attract and retain incoming freshman and transfer students
- Collected and analyzed orientation, enrollment, retention, and assessment surveys from freshman students, transfer students, and parents for improving future orientations

Hilton Albany, Albany, NY - Consulting Engagement

May 2017

- Analyzed daily operations of popular hotel chain and made sustainability recommendations estimated to save >\$100,000
- Interviewed stakeholders to develop requirements analysis
- Performed vendor comparison analysis and provided best pricing models for proposed green initiatives

EXTRACURRICULAR ACTIVITIES

Alpha Phi Alpha Fraternity, Inc. – 2nd Vice President

October 2014 – Present

- Manage and develop an annual budget of approximately \$10,000 including appropriations requests, reconciliation and purchase requests
- Work with President to create and facilitate ~10 educational, professional, and social programs per year including financial management, business etiquette, diversity, women's advocacy program which awards \$500 in scholarships to winners.

TECHNICAL SKILLS

- **Risk Management** 800-39 Managing Information Security Risk: Organization, Mission, and Information System View, Secure Software Development Life Cycle (SSDLC)
- **Database:** ER-Diagrams, Normalization, VisualZen, PeopleSoft, SQL
- **Operating Systems:** MacOS X, Windows Vista/XP/7/8/8.1/10, Kali Linux, iOS
- **Web Content Management, Design & Development:** WordPress, X/HTML, CSS, Adobe Dreamweaver, RedDot, Google Analytics
- **Business Analytics & Data Mining:** SPSS Modeler, Clustering, Classification, Market Basket Analysis, CHAID, C5, Logistic Regression, Neural Networks

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY **Expected May 2018**
Master of Business Administration
Concentration: Information Systems & Business Analytics

- GPA:3.92/4.00

Rensselaer Polytechnic Institute, Troy, NY **May 2015**
Bachelor of Science in Physics

- GPA: 3.33.4.00

WORK EXPERIENCE

Dunc'd On Podcast, Albany, NY - Production Assistant **August 2017 – Present**

- Update Salary Cap sheets for each NBA team and complete background research/tasks to produce audio content
- Analyze sponsorships and revenue streams for monthly podcast

Sanghi Consulting, Albany, NY - Data Analyst Intern **May – September 2017**

- Analyzed healthcare data on SAS software to answer relevant business questions for New York State Department of Financial Services
- Provided analysis in a concise understandable form through visualizations and tables

Trustco Bank, Albany, NY - Teller **November 2015 – August 2016**

- Followed bank policies and procedures in providing transactional services to customers
- Passed dozens of required online tests from Regulatory University to understand and comply with federal banking laws, regulations, and fair lending/advertising practices

EXTRACURRICULAR ACTIVITIES

University at Albany, Management Department - Research Assistant **December 2016 – March 2018**

- Gathered data to be used for a published paper on immigrant employment
- Transposed data into a more user-friendly format to enable more thorough analysis

Sports Business Classroom, Las Vegas, NV - Participant **July 2017**

- Participated in a program designed for those interested in entry-level jobs in basketball industry
- Learned methods of statistical analysis and scouting evaluation of players from distinguished instructors

Rensselaer Polytechnic Institute, Geology Department – Research Assistant **November 2013 – April 2014**

- Analyzed data taken from seismometers stationed in Zanzibar
- Transformed a lengthy and detailed transcription of data to a more user-friendly format

COMMUNITY SERVICE

Emmanuel Mudiay Skills Academy, Albany, NY - Coach **August 2017**

- Worked with 4th Family Inc. to teach STEM education to campers using NBA-like athletic testing
- Coached ages 8-18 in learning specific skills: shooting form, efficient footwork on dribble attacks, etc.

TECHNICAL SKILLS

- Proficient in Microsoft Office and Microsoft Power BI, Basic experience with Mathematica, Matlab, and Linux Ubuntu, SQL, Intermediate in Python and SAS

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, New York

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

- GPA: 3.6

Institut National Des Postes Et Telecommunication, Rabat, Morocco

June 2012

Bachelor/ Master of Science

Concentration: Telecommunication Engineering

- GPA: 3.52

WORK EXPERIENCE

University at Albany, Albany, NY - Research Assistant

December 2016 – May 2017

- Translated survey questions, answers for open-ended questions, and comments from Arabic to English.
- Conducted statistical analysis to leverage results using SPSS.
- Prepared visuals for findings of study using Tableau.

SV Networks Maroc, Casablanca, Morocco - Professional Services Manager

March 2015 – March 2016

- Managed technical team responsible for installation, commissioning and support.
- Created and conducted a business process analysis and identified key issues, gaps and needs in technical department.
- Implemented new procedures for project management along with procedures for support and maintenance.
- Reduced average support ticket response time by 25% over one year

SV Networks Maroc, Casablanca, Morocco - Support Engineer

December 2012 – March 2015

- Participated in R&D activities and customer support with suppliers for technical solutions proposed throughout sales process.
- Implemented projects leading field team to ensure final solution was delivered according to customer's expectation and contract.
- Wrote and delivered training that met specific client requirements.

TECHNICAL/LANGUAGE SKILLS

- Technical:
 - Data Modeling: Data warehouse/Data mining
 - Data Visualization: IBM SPSS Modeler, Tableau
 - DBMS: Oracle, SQL
 - Scripting Languages: Python and R
 - Telecom: VOIP, SIP
 - Systems: Linux, Windows.
 - Microsoft Office Suite: Excel, Word, PowerPoint
- Language: Fluent in Arabic, and French. Conversational Italian.

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, New York

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

Certificate: Information Security

- *GPA: 3.71/4.00*
- *Field Project: ecoLong, LLC – Data analysis, visualization, and implementation of SAM (System Advisor Model) into ecoLong’s platform, requirements gathering and system testing/demo, comparative research of a multitude of Solar Models.*

Bachelor of Arts in Psychology

May 2015

- *Minor: Business & Computer Science*
- *GPA: 3.01/4.00*

WORK EXPERIENCE

MetroPlus Health Plan, New York, New York

June – August 2017

Management Information Services Admin and Business Analytics Intern

- Analyzed contract administration processes and procedures to determine more efficient and accurate means of entering and tracking data
- Performed functional testing (e.g., load/stress testing, Power BI reports, and in-house applications)
- Authored end-user manuals and guides
- Administered basic end-user application rights
- Reviewed vendor invoices for accuracy and investigated contract problems through data analysis

Human Half Cell, New York, New York

March – June 2016

Account Manager

- Located, researched and qualified potential pharmacies, physicians, and clients for prospecting purposes
- Edited videos and testimonials of clientele for advertising purposes
- Maintained and cataloged Heliopatch social media accounts, website, and testimonials

EXTRACURRICULAR ACTIVITIES

University at Albany Mixed Martial Arts, Albany, New York

Vice President

August 2014 – May 2015

Community Service Chair

August 2013 – May 2014

- Taught classes with as many as 50 students
- Conferred and collaborated with board members to arrange and set up self-defense seminars and classes
- Aided in achieving UAlbany “Outstanding Athletics Group 2014” award

University at Albany Astronomical Society, Albany, New York

Secretary

August 2014 – May 2015

- Managed scheduling, finances, and volunteer hiring for UAlbany observatory
- Managed attendance and took minutes during e-board meetings

TECHNICAL/LANGUAGE SKILLS

- Technical: Experienced in Python, WordPress, Microsoft Visual Studio, and Microsoft Test Manager; Proficient knowledge in Excel, PowerPoint, and Word; Skillful in both video editing, and social media upkeep
- Language: Conversational Farsi, working knowledge of Spanish

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

Certificates: Information Security (CGS)

- *GPA:* 3.87/4.00
- *Field Projects:* Mazzone Hospitality – Sustainability Consultant
ARxChange – Healthcare Data Analytics & Research Consultant

The College at Brockport, Brockport, New York

May 2014

Bachelor of Science, Business Administration

- *GPA:* 3.47/4.00

WORK EXPERIENCE

University at Albany, Student Affairs, Albany, NY – Operations Graduate Assistant

August 2017 – Present

- Manage various administrative and operational functions including data entry and interacting with customers.
- Coordinate Fall and Spring Residence Hall openings and closings.
- Interact with Physical Plant Department and Office of Environmental Sustainability to solve issues.
- Procure critical supplies and ensure delivery to all residential living areas.

NYS Office of ITS, Albany, NY – CPO Project Manager - Student Assistant

May 2017 – August 2017

- Reviewed State Agency demand/project records throughout governance, portfolio, and strategy project management life cycle.
- Collaborated with colleagues on development of agency's quarterly ITSPB financial report.
- Visually and structurally identified a Lean Strategy Model for Chief Portfolio Office.
- Created SQL and Access databases to generate executive status reports.
- Performed daily business analysis functions including analyzing data and evaluating solutions.

Berkshire Bank, Albany, NY – Universal Financial Services Representative

March 2016 – August 2016

- Established, developed, and retained relationships with existing and potential customers by offering and selling financial products and services.
- Used Salesforce to drive new business and develop customer relationships.
- Exceeded quarterly sales goals by 30% by producing new accounts, selling loans & credit cards, and increasing growth of branch holdings.

TECHNICAL SKILLS

- Microsoft Excel, Access, Word, Illustrator, PowerPoint, SharePoint, Qlik Sense, Salesforce, SQL, Python, & PH, IBM SPSS Modeler 18, Drake Tax Software, Client Write-Up, QuickBooks

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master in Business Administration

Concentration: Information Systems & Business Analytics

- *GPA:* 3.85/4.00

WORK EXPERIENCE

NYS Office of IT Services, Menands, NY – Student Assistant

June 2017 – Present

- Perform data lineage mapping to document information flow from source to target layers for NYWIC, Special Supplemental Nutrition Program for Women, Infants, and Children
- Collaborate with Business Analysts and Data Analysts to create data dictionaries for Health Cluster applications such as Adult Housing, Assertive Community Treatment and County Mental Health Profiles Portal
- Utilize Tableau Desktop to create dynamic mental health program dashboards for end users on Office of Mental Health public website
- Develop SQL queries using Oracle to assess IT work requests submitted by agency clients of Office of Mental Health, Department of Health and Office of Alcoholism and Substance Abuse Services through Redmine, project management web application
- Create dashboards for analyzing metrics of new project management issues and projects for agency managers and business owners
- Assist with restructuring and testing new project management issue tracking system for all health state agencies

UAlbany Center of Excellence, Albany, NY – Weather Marketing Intern

January 2017 – May 2017

- Identified industries, segments, and companies whose business operations are sensitive to changes in weather and would benefit from receiving Center of Excellence's commercialized data to forecast and mitigate risk
- Performed in-depth vertical analysis of industries and their respective weather sensitive operations and ease of penetration to identify high-likelihood opportunities and develop business development plans to achieve desired targets

Zagwear, Orangeburg, NY – Marketing Assistant

April 2016 – June 2016

- Drove growth of sales by consulting with clients' needs of promotional marketing premiums, researched and offered best solutions for brand marketing customizations of products and administrated business-to-business transactions
- Managed P&G product lines' bid requests for goods, competed with other suppliers, facilitated testing and inspection protocols and associated costs required of their product compliance standards, and served as a liaison between P&G and product testing laboratory

Town Sports International, Elmsford, NY – System Support Administrator

January 2015 – April 2016

- Analyzed financial accounts from all 160 New York Sports Clubs, Boston Sports Clubs, Philadelphia Sports Clubs, and Washington Sports Clubs locations, in respect to billing, agreements, duplicate funding sources, negative/past due/paid-in-full balances, etc.
- Processed daily, weekly, and monthly data analytics reports of companywide personal training services for accounting, payroll, and club performance and maintenance, converting raw data into useful metrics
- Responded to high volume of requests across all clubs to emails regarding manual authorizations, automated and manual billings, reinstating expired personal training sessions, credit/refund requests, and account financial issues in a timely and efficient manner, maintaining communication with all levels of hierarchy companywide

TECHNICAL/LANGUAGE SKILLS

- Technical: Microsoft Word, Excel, Access, PowerPoint, Outlook, HTML, Tableau, SQL, Oracle, Salesforce, Redmine, Adobe Photoshop, Illustrator, SPSS Modeler, Qlik Sense
- Language: Urdu, Hindi, intermediate level Spanish

First Name Last Name

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EDUCATION

University at Albany, Albany, NY **Expected May 2018**
Master of Business Administration
Concentration: Information Systems & Business Analytics

New York Medical College, Valhalla, NY **May 2016**
Master of Public Health
Concentration: Health, Policy, and Management

Rochester Institute of Technology, Rochester, N **May 2014**
Bachelor of Science in Business Administration

WORK EXPERIENCE

Department of Health, Albany, NY – Financial Student Intern **August 2017 – Present**

- Provide technical assistance to administrators and other users regarding annual fiscal information and requirements.
- Conduct research to help in development of a budget database for Assisted Living Residence.
- Create a system to aggregate financial information using Microsoft Excel.

BJ'S Wholesale Club, Rotterdam, NY – Member Services Team Member **August 2016 – Present**

- Provide advice to customers regarding club membership applications and renewals while providing courteous, friendly customer service.
- Handle merchandise returns, exchanges and merchandise pick-ups.
- Train, schedule breaks and assign work to cashiers.

New York Medical College, Valhalla, NY – Graduate Assistant **August 2014 – May 2015**

- Handled correspondence and liaised with staff, suppliers and clients.
- Managed databases and filing systems with accuracy and speed.
- Conducted valuable research on academic topics to aid in revising capstone papers.

CONSULTING EXPERIENCE

University at Albany, Albany, New York – Field Project **September 2017 – May 2018**

- Began implementation of indexing UAlbany admissions information into a higher education architecture framework to end with a model for continuous improvement and access transparently.

University at Albany, Albany, New York – Going Green Globally **May 2017 – August 2017**

- Prepared white papers with research and global benchmarking of sustainability issues relevant to Bethlehem Public Library, along with best practices recommendations resulting in \$100,000 in savings.

New York Medical College, Valhalla, New York – Capstone Project **January 2016 – May 2016**

- Implemented a four-pronged awareness and tailored education strategy to eliminate perinatal transmission, improve health outcomes, and reduce mortality and morbidity rates of Hepatitis B.

TECHNICAL SKILLS

- Microsoft Word, PowerPoint, Excel, and Access, SharePoint, Python, Adobe Illustrator, SPSS Modeler, jQuery Developer

First Name Last Name

Street address, city, state – Phone number – email address

EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

- *Certificate:* Information Security
- *GPA:* 3.75/4.00
- *Field Project:* University at Albany ITS - Research Higher Education information architecture frameworks and begin implementation of cataloguing university information into framework to end with a model for continuous improvement and access transparently to the taxonomy.

Le Moyne College, Syracuse, NY

May 2015

Bachelor of Science in Business Analytics and Marketing

- *GPA:* 3.86/4.00
- *Honors/Awards:* Dean's List (All Semesters) and The Francis and Martha McElroy Medal in Business (Awarded to student with highest achievement in Business curriculum during his or her senior year.)

WORK EXPERIENCE

NYSERDA, Albany, NY – Market Characterization and Evaluation Intern

January 2017 – Present

- Develop logic models that support theory of change of various market transformation initiatives under the Clean Energy Fund
- Create a mechanism and infrastructure that will enable NYSERDA to facilitate strategic and tactical activities for knowledge sharing among internal and external constituents
- Proofread, edit, and create language for documents to ensure compliance with New York State's Accessibility laws
- Collaborate with fellow NYSERDA interns on various evaluation and clean energy-related projects

Thoroughbred Advisors, Albany, NY – Financial Representative

November 2015 – Present

- Provide clients with financial and insurance advice
- Develop long-range plans with clients to address their needs and goals
- Calculate strategies to fulfill client specifications and create plans to ensure client well-being and security

Eric Mower & Associates, Syracuse, NY – Business Development Intern

September – December 2014

- Researched and profiled potential client companies
- Assembled information for internal productivity and utilization
- Developed ideation and concepts for new business pitches and client presentations
- Contributed to an intern blog (<https://emainternational.wordpress.com/2014/12/29/go-meet-people/>)

Saranac High School, Saranac, NY – Substitute Teacher

May 2014 – June 2015

- Instructed students in grades 7-12 in subjects including Physics, English, and History
- Maintained a professional and educational demeanor in order to ensure student cooperation and work ethic

COMMUNITY LEADERSHIP

- **Boy Scouts of America** – Eagle Scout

September 2010 – Present

TECHNICAL SKILLS

- Excel, PowerPoint, Word, Outlook, Visio, MS Project, Qualtrics, Adobe Acrobat, Salesforce

First Name Last Name

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EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Information System & Business Analytics

- *GPA:* 3.93/4.00
- *Field Project:* ecoLong LLC, Albany, NY – Project consists of market research on various attributes such as case studies, solar instruments and platforms to better understand business and its operations. Outcome will be presentations based on research findings and tabulating and understanding logistics of different solar instruments.

Bachelor of Science in Business Administration

May 2016

Concentration: Finance and Management

Minor: Globalization Studies

- *GPA:* 3.64/4.0

WORK EXPERIENCE

The Idea Agency, Phnom Penh, Cambodia – Marketing Executive

June 2017 – August 2017

- Conceptualized and established a brand identity for a shopping center client
- Prepared a presentation for potential tenants and investors that reflected client's values and goals
- Provided recommendations after assessing client's challenges
- Contacted suppliers, created floor plans and contingency plans for annual sustainability event

University at Albany, Albany, NY – Research Assistant

February 2017 – April 2017

- Collected and interpreted data pertaining to causes and issues with food desert
- Conducted phone interviews and created a summarized report

Macy's Inc., Albany, NY – Store Management Intern

June 2015 – August 2015

- Oversaw and assisted customers and associates in children and housewares department
- Collaborated with 20-30 associates by delegating tasks and providing praises and constructive criticisms when appropriate
- Coached associates to use Macy's "MyClient2.0" system and their new "In-house Fulfillment" system
- Shadowed Executives including District Merchants Director of Human Resources, Visual Merchandiser Lead, and Merchandise Team Manager, to better understand company's operation and culture

The Idea Agency, Phnom Penh, Cambodia – Consultant Intern

June 2014 – August 2014

- Strategized and devised a semi-annual communication plan for a pharmaceutical client
- Increased both store and site traffic by 30% and managed media relations
- Created first pamphlet to solicit sponsorships and directed a photo shoot for company's media content

EXTRACURRICULAR ACTIVITIES

- **Asian Pacific American Conference 2016** – Programming Chair
- **Asian American Alliance** – Event Coordinator

January 2016 – May 2016
April 2015– December 2015

COMMUNITY SERVICE

Kappa Phi Lambda Sorority

- Over 20 hours of community service per semester

January 2014 – May 2016

TECHNICAL SKILLS

- Word, Excel, PowerPoint and Access

First Name Last Name

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EDUCATION

University at Albany, Albany, NY **Expected May 2018**

Master of Business Administration

Concentration: Information Systems & Business Analytics

Certification: Information Security

- *Field Project:* Stonewall Defense – Implement a marketing plan to bring awareness to potential clients and provide risk assessment evaluation and mitigation planning.

University at Albany, Albany, NY **May 2016**

Bachelor of Science in Informatics

WORK EXPERIENCE

University at Albany, Albany, NY **March 2017 – Current**
College of Emergency Preparedness, Homeland Security and Cybersecurity
Graduate Assistant

- Advise nearly 150 students with engagement projects and programs focusing on communications, event planning, and marketing.
- Assist Director of Student Services with major curricular programs for students within major.
- Lead outreach to students in need of academic support.

Central Park Sports, New York, NY **June 2014 – August 2016**
Camp Counselor

- Coached children from age of 3-12 in various sport activities.
- Ensured children are checked in and out in an efficient and safe manner.

WrightIT Consulting, Bronx, NY **June 2013 – March 2016**
IT Assistant

- Updated and troubleshoot computer software for 20 office computers.
- Used protocols in terminal to look up computer statuses and generate status reports.

Stanley Steemer, Port Chester, NY **June 2014 – August 2014**
Assistant Crew Chief

- Prepared equipment to ensure work teams are ready to meet customer needs.
- Processed sales transactions and ensured accurate day-end reconciliation.

EXTRACURRICULAR ACTIVITIES

- University at Albany Track and Field – Assistant Coach **August 2017 – May 2018**
- Track and Field NCAA Division I Student Athlete **August 2013 – May 2017**

COMMUNITY SERVICE

- Morning Side Nursing Home – Volunteer **October 2011 – May 2012**
 - Conducted data storage and retrieval for current and past residents.

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint, Access, SQL, Data Analysis, Linux

First Name Last Name

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EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Information Systems & Business Analytics

- *GPA:* 3.66/4.00

Bachelor of Science in Business Administration

May 2016

Concentration: Finance & Information Technology Management

- *Minor:* Japanese Studies, Economics
- *Overall GPA:* 3.69/4.00 *Major GPA:* 3.86/4.00
- *Awards:* Spellman Academic Achievement Award, Dean's List 6 semesters

WORK EXPERIENCE

ARxChange, New York, NY – Intern

September 2017 – Present

- Build dashboard for concise reports utilizing data visualization tool.
- Create and manage ongoing marketing materials for potential clients.
- Participate in weekly strategic discussion regarding business development of company.

NYS Office of Information Technology Service, Albany, NY – Intern

January 2017 – January 2018

- Generated reports for senior manager in products and services alignment with Technology Business Management (TBM) Taxonomy.
- Utilized ServiceNow to configure service scope and commitment for further discussion with customers.
- Conducted functional and financial analyses in helping with business cases.
- Performed research on IT service catalog items and provided feedback to new and existing services.

COED Group, New York, NY – Human Resource Intern

May 2016 – August 2016

- Attended meetings and brainstormed to develop new ideas and concepts with various departments.
- Excelled in client relations with ability to resolve issues utilizing strong product knowledge.
- Arranged training for 2 new interns in project background, objectives and procedures.
- Organized 50 client databases by utilizing Google Documents and Google Sites.

University at Albany, Department of East Asian Studies – Teacher Assistant

August 2015 – December 2015

- Assisted lead teacher in conducting increased learning experience for students in assigned area.
- Provided support for individual students inside and outside classroom to enable them to fully participate in activities.
- Evaluated and recorded examinations, assignments, papers and grades for more than 50 students.

EXTRACURRICULAR ACTIVITIES

• **ChickTech NYC – Volunteer**

June 2016 – August 2016

• **Intercultural Sensitivity Workshop - Volunteer**

November 2015

• **International Buddies Program – Volunteer**

August 2014 – September 2014

• **Confucius Social Daycare Center - Volunteer**

May 2014 – June 2014

TECHNICAL/LANGUAGE SKILLS

- Technical: Microsoft Word, Excel, Access, PowerPoint, Visio, IBM SPSS Modeler, Python, Tableau and Qlik Sense
- Language: Fluent in Chinese Mandarin; Basic in Japanese

Marketing

Combining course work and field study, the Marketing Concentration offers a focus on services marketing. The United States is the largest service economy and, according to the Labor Department, over 95% of the job growth between 2008 and 2018 is expected to be in the service-producing sector. This sector is very different from manufacturing and production and these differences require a different orientation compared to conventional marketing. The focus of the marketing concentration will be to build upon the characteristics of services, emerging trends, and allow students to focus on marketing practices better suited for services.

The Curriculum

Course work covers topics such as:

- Services marketing strategy
- Social media marketing
- Business-to-business marketing
- New venture marketing
- Sales management
- Market research
- Consumer behavior

First Name Last Name

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EDUCATION

University at Albany, Albany, NY

Expected May 2018

Master of Business Administration

Concentration: Marketing

- *GPA: 3.72/4.00*

University at Albany, Albany, NY

May 2016

Bachelor of Science in Business Administration

Concentration: Management & Marketing

- *Minor: Economics*
- *GPA: 3.45/4.00*
- *Honors: Dean's List (Fall 2012, 2014, 2015), Presidential Honors (Fall 2013), The National Society of Collegiate Scholars Member*

WORK EXPERIENCE

SparkShoppe LTD., Albany, NY

June 2016 – Present

Intern

- Create and organize Shopper Marketing Program results presentations
- Assist in creating and managing digital calendar for all events and programming
- Research and write relevant digital marketing blogs and create digital/social media content
- Track all expenses, receipts, and monthly sales tax

UAlbany Global Institute for Health & Human Rights, Albany, NY

December 2015 – May 2016

Marketing Intern

- Managed all social media platforms and content (Twitter/Facebook)
- Organized and led Newsletter Team consisting of four members
- Established and maintained partnership with UAlbany TV
- Recruited new interns through social media outreach

EXTRACURRICULAR ACTIVITIES

- UAlbany Club Wrestling – Captain

September 2012 – June 2016

COMMUNITY SERVICE

- The American Red Cross – Volunteer

February 2010 – June 2014

TECHNICAL SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint, and Publisher
- Facebook Business Manager Basics
- Google Ad Words Basics

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