

**SUMMARY:**

M.B.A. in International Business with four years corporate and overseas non-governmental work experience in financial services and business management. Special strengths in quantitative analysis, project management, strategic business planning and management. Ultimate goal to achieve a management position in an international corporation or organization.

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**EDUCATION:**

**Frank G. Zarb School of Business, Hofstra University**, Hempstead, NY May 2004  
*Master of Business Administration in International Business*

**Mary Washington College**, Fredericksburg, VA May 1999  
*Bachelor of Arts in International Affairs*

**Moscow State University**, Moscow, Russia Feb.-June 1998  
*Classes conducted in Russian.*

**Centre International d'Etude de Langue (CIEL)**, Strasbourg, France Aug. 1996  
*Two week immersion program in French language and culture.*

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**PROFESSIONAL EXPERIENCE:**

**Quintessential Cookies**, Northport, NY July 2001-Present  
*Vice President*

- Established store for entrepreneurial specialty cookie business; responsible for strategic business plan.
- Responsible for accounting and bookkeeping, and perform share of marketing and advertising.

**Emerging Markets Development Advisers Program**, IIE/USAID-MEDA, Port-au-Prince, Haiti July 2003-April 2004  
*Technical Advisor*

- Selected as one of 13 from a pool of second year business students from top business schools across the U.S. by the Institute of International Education/United States Agency for International Development to provide technical assistance in a developing nation to the microfinance division of the Mennonite Economic Development Associates.
- Assisted in acquisition by another microfinance organization by providing operational, technical and financial reporting information to the microfinance team in Haiti and to MEDA's Board of Directors in Waterloo, Canada.
- Maintained organization's customer database to track community bank loans and loan repayments; reconciled two years of inter-departmental accounts payable and accounts receivable discrepancies; created customer profiles to facilitate the acquisition of the microfinance customer base by another institution.

**Arrow Electronics, Inc.**, Financial Services Department, Melville, NY Nov. 1999-July 2003  
*Financial Advisor* Aug. 2002-July 2003

- Responsible for credit extension and risk management of an A/R of \$60mm for Arrow Canadian operating groups.
- In charge of meeting with CFOs, Controllers, and finance personnel in Canada to discuss financial results and operations of their businesses in order to establish appropriate credit lines given the risk levels of the companies

**Financial/Process Analyst** April 2001-Aug. 2002

- Researched vendor's software for implementation of a workflow solution applicable throughout the company.
- Redesigned and enhanced invoices, credit memos, and packing slips; Business Lead on a team with IT Specialists.
- Selected by the VP of Product Management for three month long Inventory Disposition Process Mapping Project; responsibilities included working with Marketing and Pricing Specialists within Product Management, Operations and Finance to provide a summary of the inventory disposition process from purchasing to obsolescence.

**Collection Research Analyst** Nov. 2000-March 2002

- Formulated strategies for reconciliation of aging accounts receivables; reconciled major account of \$2.7mm.
  - Selected by Director of Credit for Contract Manufacturing Services as Atlas Project Manager from Aug. 2001 to June 2002; Coordinated efforts of 20 people to reconcile an A/R of over \$12 mm.
  - Selected by the Director of Systems Training as Project leader Cash Application Task Force from Oct. 2001 to April 2002; analyzed customer payments and bank cash application process to improve cash application rate by 10%.
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**TRAINING COURSES:**

- Financial Analysis; Kennedy Moran Associates, LLC, New York, NY, 2 weeks June 2002
  - Microfinance Training, Naropa University, Boulder, CO, 3 weeks July 2003
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**LANGUAGE/COMPUTER SKILLS/INTERESTS:**

- Conversational Russian, French, Creole
- Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft Visual Basic
- Traveled throughout the US, Canada, Russia, France, Italy, The Netherlands, Haiti, and the Dominican Republic.
- Completed three marathons and two bike tours across Iowa (RAGBRAI).