**Michael Driscoll**

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## Education to date:

* Manhattan College – B.S. Finance (official graduation in December)
* 2006-present – 3.3 GPA
* Studied Abroad in Prague, Czech Republic for spring 2009 semester and traveled extensively through Europe

# **Work History**

* Summer 2010 Internship at C&S Companies. Continued with the development and expansion of a company-wide contact . While there I led the development of a company-wide contact and new business resource for New York State cities, counties, towns and villages, authorities, and commissions. Led the development of reference maps for business opportunities distinguishing which party was responsible for which county or city. Assisted business development in creating and improving Microsoft Excel diagrams and charts for internal use and client presentations. Attended City Council study session to take notes on possible business opportunities that would interest C&S.
* Summer 2009 Internship at C&S Companies. While there I led the development of a company-wide contact and new business resource for New York State cities, counties, towns and villages, authorities, and commissions. This client and business resource is accessed daily by a majority of the people in the 450 person firm, including the CEO. Assisted the Business Development and Government Affairs Manager and the Business Development Department with daily client communications and proactive outreach efforts. Organized the outreach effort to nearly 25 Central New York health care organizations and facilities for a targeted information campaign. Participated in a national airport association to recruit a panel for a sustainable airport management symposium.
* Summer 2008 Internship at C&S Companies. I worked in the accounting department assisting the accounting staff and the CFO manage expense reports, accounts, and client billing. Attended bi-monthly accounting meetings. Also did research identifying the of acquiring the contracts.
* Wegmans Grocery, Cashier and Maintenance, 2003-2007
	+ Acquired wide range of customer service skills. Responsible for making sure cash register was balanced at end of shift as cashier. Kept store clean while accomplishing scheduled tasks
* New York State Fair, Print Shop Assistant 2004
	+ Trained to operate printing computers and responsible for ordering printing supplies
	+ Produced and delivered signage for all fair venues during NYS Fair

# **Proficient In:**

* Microsoft Word
* Microsoft Office
* Word Perfect
* All Windows operating systems
* PowerPoint
* Research

**Interests Include:**

* History
* World Politics and Policy
* Global Economics
* Personal Fitness