

Joseph Q. Denunzio
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Permanent Address:
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Current Address:
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SKILLS: Advanced in Microsoft Word, Access, Excel, PowerPoint, Internet Proficient

EDUCATION: West Chester University
(2004 – 2008) West Chester, PA
B.A. Business Management, 2008
GPA: 3.2/4.0

RELATED COURSES: Business Information Systems, Marketing, Communications, Economics

Student-Athlete: Varsity Football, 2004-2007
- Extensive daily training
- Strong time management and organizational skills

VOLUNTEER
Service Learning Program of YMCA, West Chester, PA

WORK HISTORY:

Marple Newtown H.S, West Chester, PA
July 2006 – December 2008: Asst Varsity Football Coach
- Supported the Head Coach on the field in practice and in games.
- Evaluated the performance of players
- Reinforced the fundamentals of football

Music Lounge, New York
May 2005 – June 2006: Sales Associate
- Responsibilities including making cold calls, developing flyers and brochures
- Answered questions and explained the product benefits
- Conducted follow-up calls with customers
- Generated sales

Connelly Securities, Newtown Square, PA
June 2004 – August 2004: Associate
- Duties included updating equipment records, entering data into spreadsheets, contacting suppliers
- Prepared data for budget reports
- Filing and message distribution
- Timekeeping and payroll