

Sydney A. Duke

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EDUCATION:

Emmanuel College, Boston, MA

Expected Graduation May 2024

Bachelor of Science Degree

Major: Finance

Minor: Business Management and Economics

Courses: Microeconomics, Macroeconomics, Financial and Managerial Accounting, Business Law, Business math, International Economy/Finance.

PROJECTS:

Emmanuel College Managerial Accounting Project

Emmanuel College Investment Project

WORK EXPERIENCE:

Select Physical Therapy, Newington, CT

June 2022-Present

Patient Service Specialist

- Assisted customers through in-person and over the phone conversations
- Utilized logistics to organize a myriad of schedules

New Britain Bees, New Britain, CT

July 2020- August 2022

Cashier

- Developed a working rapport with customers.
- Responsible for handling cash and money payments.

Winter Park & Rec Basketball Berlin, CT

November 2018- March 2020

Assistant head referee

- Led the training program for new employees
- Displayed a knowledge of the rules of basketball.
- Expressed conflict resolution skills between coaches.

Berlin Batting Cages, Berlin, CT

May 2019- November 2020

Cashier/worker

- Expressed leadership qualities while managing the transaction center with other employees.
- Strong communication and customer service skills used with customers.
- Completed transactions and was responsible for handling the cash registers.

SKILLS:

Skills: Experience using RStudio software for data analytics, Microsoft Office (Excel, Word, PowerPoint, Outlook), Bloomberg Software and Terminal.

COMMUNITY INVOLVEMENT:

Ryan Lee Blood Drive, *Volunteer*(2018-Present), **Red Cross Blood Drive at BHS**, *Volunteer* (2019),

The Ryan T. Lee Memorial Foundation, *Volunteer* (2013-Present), **Advanced Peer Leadership Peer Training**

Program, *House Leader* (2017-2020), **Move-in Assistant: Freshman and Sophomores** (2022), **Saints Giving Back**

Club, **General Member and Co-Treasurer** (2022)