

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)**