

LEAH ILANA PARRINO

EDUATION

WENTWORTH INSTITUTE OF TECHNOLOGY (WIT) BOSTON, MA, GPA: 3.917

- Master's Degree in Technology Management, September 2015 – May 2017
- Bachelor of Science in Business Management with concentration in Technology Project Management, September 2011 – August 2015
- Undergraduate Academic Achievements:
 - ♦ Dean's List: Fall 2011 – Summer 2015
 - ♦ Member of Tau Alpha Pi National Honor Society for Engineering Technology
 - ♦ Member of Sigma Beta Delta International Honor Society for Business Management
 - ♦ President's Award for Academic Excellence and Co-Circular Involvement in Business Management
 - ♦ Alumni Association Award for highest GPA in graduating Business Management class
 - ♦ First place electronic portfolio competition winner in Business Management

WORK EXPERIENCE

BUSINESS MANAGER, BOSTON GLASS GROUP

April 2014 – December 2014

- Train and develop new hires, handle accounts receivable and payable, schedule appointments, communicate with all customers

OFFICE ASSISTANT, WENTWORTH STUDENT SERVICE CENTER

January 2012 – Present

- Digitally organize, scan, and document all student files

SALES ASSOCIATE, BUFFALO EXCHANGE

May 2012 – June 2013

- Provide excellent customer service while working in a fast-paced work environment

SKILLS & ABILITIES

TECHNICAL SKILLS: QuickBooks, Microsoft Office (Word, PowerPoint, Excel, Access, Publisher, Outlook) AutoCAD, Adobe Illustrator, Google Sketchup, PaperFlow

LEADERSHIP / VOLUNTEER EXPERIENCE

VOLUNTEER INCOME TAX ASSISTANT

January 2015 – April 2015

- Become IRS tax certified and prepare taxes for low-income individuals

WENTWORTH ASSOCIATION OF MANAGERS: MARKETING DEPARTMENT MEMBER

January 2014 – April 2014

- Participate in the marketing of the new management club during its creation

WENTWORTH OPENING WEEK TEAM LEADER

August 2012 – August 2014

- Participate in intense team-building exercises to orient the incoming freshmen

STUDENT ADMISSIONS AMBASSADOR

Spring 2012 – Spring 2014

- Welcome prospective students and families to the school by leading campus tours

WENTWORTH LEADERSHIP INSTITUTE CLASS SERIES PARTICIPANT

Spring 2012 – Spring 2013

- Take classes in order to enhance leadership and collaborative skills