

JACOB BROWN

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SUMMARY OF QUALIFICATIONS

Graduating Business Administration Major with Management, Sales, Administrative and Accounting work experience who builds strong client relationships, drives increased sales/revenue, and meets established goals.

Computer Skills

7+ Years- Microsoft Office Experience
Excel/PowerPoint/Access/Minitab/PeopleSoft/SAP/Docusign/ Ariba Accounting Software
Jupiter & Copernic.

Management/Administrative Skills

- Trained/Mentored New Employees
- Answered Sales Calls/Organized Sales Meetings
- Designed/Organized Sales Promotions
- Conducted Promotional Events
- Exceptional Communication Skills
- Conducted/Analyzed Market Research

EDUCATION

STATE UNIVERSITY OF NEW YORK AT GENESEO, New York
SCHOOL OF BUSINESS, AACSB ACCREDITED
BS – Business Administration, Graduated December 2014

CURRENT ACTIVITIES

AXA Equitable, Syracuse, New York February 2016-Present

Accounts Payable Analyst

- Provided financial, administrative and clerical support to vendors and off-shore team.
- Performed ACH Credits/Debits, Foreign Currency and Domestic Wire transfers.
- Verified and processed invoices according to AP policies in an efficient and accurate manner.
- Research and analyze accounting information with Oracle: PeopleSoft.
- Ensure correct approval, sorting, and matching of invoices/receipts.
- Assisted with organizing master data.
- Protected organization's value by keeping information confidential.
- Improve payment processes by regularly tabulating data and reviewing necessary reports.
- Coordinate work flow with onshore team, offshore team, and associated business areas.
- Trained new employees and oversaw progress.

INTERNSHIP/MANAGEMENT EXPERIENCE

SCOVILLE PROPERTIES MANAGEMENT, GENESEO, NEW YORK

May 2014 – October 2014

Property Management Team, Internship

- Managed a portfolio consisted of approximately 7 sites.
- Facilitated property renovations and organized sub-contracted work.
- Became familiarized with Quick Book account software.
- Completed all projects before deadline.
- Created and managed a cooperative team.

SALES EXPERIENCE

HARBOR VIEW WINE & SPIRITS

May 2013 - August 2013

Sales, Specialist

- Advised customers with their wine and spirits purchases.
- Organized wine and spirit promotions and tastings.
- Fulfilled all supervisory duties when Store Manager was on vacation.
- Managed receiving end of supplies and updated inventory log.

QUICK SILVER CLOTHING, SYRACUSE, NEW YORK

December 2012 - January 2013

Sales, Executive

- Assisted customers and organized new sale promotions.
- Created high customer satisfaction during high-volume sales.
- Assisted with development of promotions.
- Learned multiple retail sales tactics.
- Provided customer service.

WORK EXPERIENCE

National Grid, Syracuse, New York

November 2015 – February 2016

CSR 1, Accounts Processing

- Acted as liaison between customers and field work employees.
- Helped support and improve National Grid's Shared Services initiative.
- Connect and disconnected gas and electric meters remotely.
- Researched account histories using CSS Software & PeopleSoft.
- Analyzed meter data to determine correct billing.
- Re-billed customers and corrected big data.

MAGEE CUSTOM BOAT CANVAS, CENTRAL SQUARE, NEW YORK

September 2009 – September 2012

Employee, Managed Sales

- Contributed to relevant blogs, conferences and events both off-line and online to increase brand awareness.
- Designed and created marketing collateral for sales meetings, trade shows and company executives.
- Worked with employees to increase sales volumes.
- Answered calls and interacted with new and repeating customers daily.
- Reached target sales.

LEADERSHIP/ EXTRA CURRICULAR

Habitat for Humanity, Syracuse, NY

SUNY Geneseo International Business Club Member

Attended Professional Development Events

- Human Resources
- Career Building
- UAA's Seminar on Survival

SUNY Geneseo Ski Club Affiliate

