

Michael Bono

Current Address:

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Permanent Address:

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Objective: To obtain a full-time position in the finance field relating to budgeting and project management

Education:

Virginia Polytechnic Institute and State University, Blacksburg, VA

B.S., Finance, expected December 2017

GPA in Major: 3.90

B.S., Biology, Medicine and Society Minor, Sociology Minor, May 2013

GPA in Major: 3.38

Virginia Commonwealth University School of Medicine, Richmond, VA

Pre-Medical Graduate Health Sciences Certificate, December 2014

GPA: 3.03

Experience:

Computer Skills:

Beginning programming skills in VBA, Java, and Matlab

Communication/Training:

Summer Intern – Cardinal Bank, Mclean, VA, May 2016-August 2016

- Accessed customer's accounts and provided them with details about their accounts
- Regularly made deposits, withdrawals, loan payments, cash exchanges, and cashed checks
- Balanced Teller Vault up to \$10,000, ATM up to \$24,000, and main vault up to \$240,000 daily
- Built trust in my relationship with regular customers

Phlebotomist – Quest Diagnostics, Roanoke, VA, August 2014-July 2015

- Performed venipunctures on 120-150 patients per week to collect blood for testing
- Explained the procedure to patients to ensure understanding of the process
- Gained patients trust in my ability to efficiently and successfully complete the procedure in the most comfortable way possible
- Informed new phlebotomists the best way to deal with difficult patients

Food Associate - Owens Food Court, Blacksburg, VA, August 2011-May 2013

- Trained new employees how to operate a specific shop
- Interacted with 50+ customers daily and explained different food options and potential food allergies
- Prepared/cooked food upon order

Sales Associate - Brasington and Associates, Virginia Beach, VA, June 2011-August 2011

- Arranged one-on-one appointments with customers
- Conducted demonstrations and sales pitches for Cutco Cutlery

Activities/Community Service:

- Pi Lambda Phi Fraternity member, 2011-present, Community Service Chair 2012-2013
 - Coordinated 40-50 participants across five service projects at The Big Event at Virginia Tech
 - Set up multiple teams and orchestrated the involvement of 50-60 people at Relay for Life at Virginia Tech
 - Managed the transportation and delegated tasks to 40-50 people for the clean up the Audie Murphy Trail and Memorial
 - Directed the involvement of 10-15 people in the Adopt A Highway project and clean up
- Surgery Department Volunteer - Sentara Williamsburg, Williamsburg, VA
 - Informed families when their family member was out of surgery and able to be visited
 - Assisted patients being discharged to their cars
- ER Volunteer - Sentara Williamsburg, Williamsburg, VA
 - Learned process of preparation of rooms, admission and discharge of patients