

Flame D. Dragon

Cortland, NY 13045

dragon123@gmail.com

999-999-9999

Education

State University of New York at Cortland, Cortland, NY

Bachelor of Science in Economics

May 2024

- Minor: Political Economy and Public Policy
- GPA 3.7/4.0
- Dean's List, Spring 2023

Tompkins Cortland Community College, Dryden, NY

Associate of Applied Science in Paralegal Studies

December 2022

- GPA 3.0

Relevant Experience

Blue State Coffee, Boston, MA

May 2022 - April 2023

General Manager

- Managed 20 team members, hiring, onboarding, and training for direct customer support
- Devised Covid-19 shutdown policy and corporate language for public communications
- Independently learned and facilitated ordering, financial management, and worked with corporate partners to assess philanthropic ventures
- Increased customer interaction by 7.6% through the implementation of a free compost pickup location within the store

The Law Offices of Michael Edmond Lane, Dryden, NY

May 2020 - August 2022

Paralegal

- Organized and consolidated over 1,300 files into an electronic filing system
- Researched legal policies and summarized for Attorney Lane
- Managed client acquisition and property transactions with minimal supervision

Additional Experience

Maxie's Supper Club, Ithaca, NY

September 2022- February 2023

Host

- Facilitated and provided customer-centered communications with both clientele and colleagues
- Implemented onboarding procedures for new team members for quick integration with the team
- Designed Covid-19 safety plan and communication policies for public and staff safety
- Demonstrated daily problem-solving skills in a fast-paced restaurant environment

Relevant Coursework

State University of New York Cortland

Fall 2023

Corporate Finance

- In-depth knowledge of corporate and individual tax structure, financial statements, and balance sheets
- Practiced in applying best practice metrics for the evaluation of business health within an industry or market sector

Computer Applications in Economics and Management

- Performed in-depth analysis of case studies and recommended effective courses of action based on data and research
- Communicated and presented research and data in a precise and professional manner