

Christopher S. Abraham

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Nationality: Bermudian

AVAILABILITY: During Summer – May 21, 2012 – August 17, 2012

GOAL: To obtain a summer position that will enable me to work within an office environment firstly to contribute to my college expenses and secondly to gain valuable experience while using my educational background and ability to work well with people.

STRENGTHS: Hard working, dedicated, detail oriented, organized, honest and a team player

EDUCATION

- Sep 2008 - present** **St. Francis Xavier University**
- Business Administration
 - Expected Graduation Year 2013 (Major changed-extra year required)
- 1995 – June 2008** **Mount Saint Agnes Academy**
- High School Diploma with Honors
 - GPA 3.6

COMPUTER SKILLS & COURSES

Competent with Microsoft Office, experience with internet research, proficient with database entry and creation / both PC & MAC environments

WORK EXPERIENCE

- Summer 2011** **Bates and Company**
Salesperson / General Office Assistance
Assisted customers with retail purchases, helped office manager with ad hoc tasks as required.
- Summer 2008, 2009 and 2010** **Bermuda Yellow Pages Ltd.**
Telephone Directory Delivery Manager
Coordinated and organized the delivery of telephone directories to all businesses and main locations island wide.
- Updated database with customer information and orders year over year
 - Coordinated trucking companies for large deliveries
 - Delivered directories island wide (operated van-for smaller deliveries)
 - Ad hoc projects as requested by General Manager and Sales Team
- Summer 2007** **Bermuda Yellow Pages Ltd.**
Junior Administrator
General office duties.
- Compiled and completed quick reference client databases for the company
 - Called key personnel of company's to advertise the yellow page services
- Summer 2006** **Mount Saint Agnes Academy**
Senior Camp Counselor
Assisted teachers with the daily running of the camp.
- Managed and organized the computer room activities for children aged 4-10
 - Assisted with organized outings

SCHOLARSHIPS AND AWARDS

- BFIS Scholarship 2008/2009 (Insurance Studies-\$25,000)
- St. Francis Xavier University (Entrance Scholarship \$4,000)
- College Board AP Scholar - 2008
- National Honors Society of Secondary Schools: 2005-2008
- Duke of Edinburgh Bronze Award: 2005

INTERESTS AND HOBBIES

- Reading
- Singing & acting – tenor in various choirs, plays and performances
- Video games
- Volunteer – Pals, Bermuda Aquarium

REFERENCES: Available upon request
