|  |
| --- |
| Prem Patel |
| 1920 Exchange Drive Apt. 514 919-624-9477 616 Kinship Lane Greenville NC, 27858 patelp10@students.ecu.edu Apex NC, 27502 |

**Education**

May 2014East Carolina University College of Business, Greenville, NC

Bachelor of Science in Business Administration, Finance

Major GPA: 3.0/4.0

**Experience**

May 2011- Marrin’s Moving Systems, Ltd., Morrisville, NC

Dec 2012 Mover

* Coordinating local and long distance move request’s
* Working with staff during the loading and unloading of client’s furniture/office equipment
* Validated delivery/packing slips to ensure 100% delivery of goods
* Check and reported accidental damage during move / storage
* Monitor and maintain inventory of client storage

June 2010- Highgrove Catering Inc., Fuquay-Varina, NC

May 2011 Server/Dishwasher

* Ensured guest seating is arranged per client request
* Delivered meals/desserts quickly and efficiently to guests
* Worked with a team of servers effectively to ensure guest satisfaction
* Performed party set-up and break down based on requirements

|  |
| --- |
| **Skills**Experience with Microsoft Word, Excel, and PowerPoint, Internet Search Engines, Social MediaFluent in English and Gujarati (common language in India)**Honors / Activities**Volunteered for the PAL program, Intramural sports participant (Football, Softball), Honor Roll (2011, 2012) |
| [www.visualcv.com/prempatel](http://www.visualcv.com/prempatel) |