

Erin Sutherland

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EDUCATION: Saint Mary's College of California, Moraga
B.S.E. Business Administration, Honors Concentration in Financial Services, Minor in Economics, May 2003

- GPA 3.4, Major 3.6
- Deans List Fall 1999, Spring 2001, Spring 2002
- 100% of education paid through scholarships, grants and employment

COURSEWORK: Money Credit and Banking, Macro / Micro Economic Theory, Financial Management, Business Statistics, Marketing, Business Ethics, Honors, Forum, Organizational Theory

PROJECTS: **Financial Analysis of FedEx Corporation:** Acquired relevant information and data, computed financial ratios and compared to industry, conducted SWOT analysis and forecasted expected growth.

Community Development Project: Designed plan to revitalize Fruitvale District in Oakland, conducted a parking inventory, turnover and survey and analyzed traffic flow to determine maximum space allocation.

EXPERIENCE: Career Center, Saint Mary's College of California Moraga, CA
Student Assistant 1999 – Present

- Assist director in organizing and planning career events
- Create and maintain student data base
- Publicize and promote student awareness of career center activities

The Bindi Family Lafayette, CA
Child Care 2001 – Present

- Provide care for children ages two, four and six
- Supervise and monitor children's afternoon activities
- Tutor children in reading and other school work

Coca-Cola Bottling Company Sacramento, CA
Merchandiser Summers 2001 – 2002

- Analyzed customer needs and promoted sales
- Merchandized products for effective displays
- Collaborated with sales force to maintain inventory levels for retail stores

SKILLS: MS Word, Power Point, Excel, Works, Windows XP, File Maker

ACTIVITIES:

- Economic Development
- Business Club
- Painting
- Independent Tutor
- CircleKClub
- Snowboarding