

# Jeremiah Government

4035 Grand Government Blvd. • Saint Augustine FL. 32084 • (978) 978-9787 • JBoyle@Flagler.edu

## Experience

---

**Program Cost Control Analyst Intern** 20xx

**Northrop Grumman , St. Augustine, FL**

- Perform financial analyses for budgets and schedules for contract work Amend scheduled baselines with the incorporation of contractual changes
- Perform risk assessment to identify and mitigate program costs and scheduling risks

**IT Department Work Study** 20xx -20xx

**Flagler College IT Department, St. Augustine, FL**

- Maintained computers, printers, and the facility of the computer labs.
- Assisted students with troubleshooting Macintosh computers, Windows computers, printer issues, and any related technology questions.

**Intern** 20xx

**Hydro Aluminum, St. Augustine, FL**

- Provided Inventory control and management analysis
- Developed Excel spreadsheets for various administrative tasks
- Organized archiving system

**Resident Advisor**

**Flagler College, St. Augustine, FL** 20xx -20xx

- Managed a residence hall of 32 residents
- Enforced the rules of the college
- Acted as the liaison between students and the administration
- Planned, scheduled, and conducted multiple events each semester

## Education

---

**Flagler College, St. Augustine, FL**

Bachelor of Arts in Economics May 20xx  
Finance and Advertising Minors

## Awards/Activities

---

Alpha Chi National Honors Society	20xx -Present
Sigma Beta Delta, Business Honors Society	20xx -Present
Omicron Delta Kappa Leadership Honors Society	20xx -Present
Society for Advancement of Management Club (SAM)	20xx -Present
President's List	20xx -20xx
Campus Ambassador	20xx -20xx
Dean's List award	20xx -20xx

## Skills

---

Microsoft Office, PowerPoint, Excel, Adobe Photoshop, Adobe Illustrator, Earned Value Management System

