

Name

1814 Crittenden Road, # 6, Rochester, NY 14623 * 646-555-5555 * ddm4872@rit.edu

EDUCATION

Rochester Institute of Technology

Master of Science (Statistics and Computational Finance)

Current GPA: 3.80/4.00

Rochester, NY

Availability: February 2010

MBA (Finance & Corporate Accounting)

GPA: 3.80/4.00

November 2009

- Recipient of Merit Scholarship – Saunders College of Business, RIT
- Member of Beta Gamma Sigma – International Academic Honor Society in Business

Peoples Education Society Institute of Technology

Bachelor of Engineering (Electronics and Communication Technology)

GPA: 3.60/4.00

Bangalore, India

February 2007

PROFESSIONAL SKILLS

- **Financial analysis skills** – Financial modeling, portfolio management, capital budgeting, financial projections, credit risk analysis, optimal cost of capital estimation, macro economic analysis
- **Technical skills** – Minitab, SAS, STATA, Oracle Financials, MS Office (with advanced knowledge of Microsoft Excel), regression analysis, and strong statistical background
- **Interpersonal skills**
 - Able to work well in a team, able to work under stress and meet deadlines
 - International mindset with the ability to work in a multi cultural environment
 - Strong analytical skills with the ability to recognize problems, develop solutions and implement them

PROFESSIONAL EXPERIENCES

Rochester Institute of Technology, Rochester, NY

March 2009 – Present

Financial and Services Manager (RIT Development and Alumni Relations)

- Prepared business activity reports and financial position forecasts for department's \$80M+ operating budget; modified internal control processes and established several financial and accounting procedures to reduce cost and eliminate inefficiencies
- Assisted Controller's Office in executing audits of organization's accounts and financial transactions to ensure compliance with the established policies and government regulations
- Supervised a team of six members to perform financial reporting, billing, accounts payable, accounts receivable, payroll, and budgeting duties
- Identified and recommended strategies to meet the budget requirements; developed, streamlined and enhanced operations and work flow systems to provide high level of customer service and business integrity

Vanraj Mills Pvt Ltd, India

June 2006 – August 2006

Financial Analyst

- Planned the establishment of two wind turbines, each of one mega watt
- Worked in a team with the Indian subsidiary of German company Enercon GmbH to facilitate the wind turbine project
- Performed cost benefit analysis related to projects; provided financial support for forecasts; analyzed business trends to support the growth of the business; created financial models to project cash flow and expense
- Identified and analyzed key performance drivers to solve underlying business issues and provided input for operational decisions; prepared product line profitability analysis and identified options for reducing expenses

ACTIVITIES, ACHIEVEMENTS AND MEMBERSHIPS

- 2nd Place – Presentation on "Non conventional energy sources, production of energy from wind and its practical application" at PESIT, Bangalore
- President of a committee to organize annual departmental technical event at PESIT, Bangalore attracting approximately 5000 visitors and 15 participating national universities
- President of PESIT Young Investor's Club, managed portfolio of USD 25,000 – the first university club related to business and finance
- Member of American Finance Association, renowned academic organization promoting research and study in the area of financial economics

CREATIVE STUDENT

(Entry Level)

Professional Qualifications

- Strong analytical and problem-solving skills
- Detail oriented
- Exceptional customer service skills
- Outstanding interpersonal skills
- Bilingual (English, Spanish)
- Conversational American Sign Language
- Microsoft Office Suite
- Adobe Photoshop, Illustrator, InDesign, Fireworks
- HTML₅/CSS₃
- User Experience Design
- Social Media Strategies
- Search Engine Optimization concepts
- Google AdWords

OBJECTIVE

Seeking an entry-level opportunity, starting Summer 2015 within a company where I can utilize my training and and make valuable business contributions.

EDUCATION

SAUNDERS COLLEGE OF BUSINESS

ROCHESTER INSTITUTE OF TECHNOLOGY

Rochester, New York

Bachelor of Science in Business Administration – AACSB Accredited Program

Major: New Media Marketing, Expected May 2016 Cumulative GPA: 3.5 – Dean's List

EXPERIENCE

Room Reservations Coordinator, RIT Welcome Center

Rochester, New York (2013 – Present)

- Reserve conference and academic rooms for faculty/staff, clubs, and organizations on campus.
- Manage communications between professional faculty/staff and students regarding reservations.
- Welcome and assist visitors attending on campus events.
- Provide support and technical direction for clients.

Customer Service Representative, Wegmans Food Markets, Inc.

Perinton, New York (2010 – 2014)

- Provided excellent service, satisfying all individual customer requests.
- Responsible for cleanliness of the department and keeping supplies stocked.
- Operated cash register at the front end and sup shop.
- Ensured compliance with all simplification and food safety standards/procedures.

Store Operations Intern, Wegmans Food Markets, Inc.

Webster, New York (Summer 2013)

- Maintained a productive climate and confidently motivated, mobilized, and coached employees to meet high performance standards.
- Responsible for generating innovative workable solutions to resolve complaints.

Project Member, RIT Future Business Leaders

Rochester, New York (Summer 2011)

- Gathered and analyzed data.
- Developed cost-effective, practical solutions for local business.
- Presented final report and solutions regarding business challenges.
- Conducted research for local periodical.

INTERNATIONAL EXPERIENCE

Study Abroad, Faculty of Business and Economics, University of Chile

Santiago, Chile (Fall 2014)

- Completed course work in Latin American culture and society.
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum.
- Gained professional fluency in Spanish.
- Examined language/cultural barriers in bilingualism and the development of Spanglish.

Teaching Assistant, English, Laguna Verde Elementary

Valparaíso, Chile (Fall 2014)

- Developed and implemented lesson plans for elementary ESL students.
- Managed classroom of 10-30 grade school students with different language proficiency levels.
- Integrated cross-cultural learning into lesson plans.

COMMUNITY SERVICE

- MCAS ROCS, *Student Ambassador* (2012 – Present)
- M.K. Gandhi Institute for Nonviolence, *Facilitator* (Spring 2013)
- WDKX Step Jam, *Volunteer* (January 2013)
- Margaret's House, *Volunteer* (October 2012)

LEADERSHIP

- RIT, Ronald E. McNair Scholar (2013 – Present)
- RIT, Rochester City Scholar (2012 – Present)
- RIT, Latin American Student Association, Vice President (2013 – 2014)
- RIT, Unity House, Publicity and Communications Director (2013 – 2014)

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Rochester, NY 14505

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Maria Caldwell

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585-000-0000

School Address

169A Perkins Road
Rochester, NY, 14623

Home Address

11 Oak Court Apt 2
Penfield, NY 14526

OBJECTIVE: To obtain a cooperative education position in the business field which will allow me to enhance my education with professional work experience.
Available Summer 2016

EDUCATION: **Rochester Institute of Technology** Rochester, NY
Major: Management Expected May 2XXX
Bachelors of Science in Business Administration GPA: 3.2
Minor: Marketing and Mandarin Chinese

Core Courses:
Professional Communication for Business Marketing Research
Human Resource Management Organizational Behavior
Professional Selling Business Software Applications

COMPUTER SKILLS:

Microsoft Word, Excel, and Freelance, Minitab for Windows, Internet

EXPERIENCE: **Rochester Institute of Technology** Rochester, NY
Supervisor Student Life Center (Gym) 9/15 – Present

- Train and supervise daily activities for 6 student employees in the Student Life Center; resolve conflicts
- handle any patron complaints, issues, and injuries
- Monitor the performance of our crew members as well as the condition of the facilities
- Lock and alarm the building and handle daily Cash Earnings

McDonalds Family Restaurants Rochester, NY
Crew Trainer 03/13 – 08/15

- Resolved complaints to customers' satisfaction
- Supervised the grill team to increase efficiency and moral
- Provided excellent service to a wide variety of customers
- Prepared and presented food in an efficient manner
- Trained over 20 new crew members
- Completed Hospitality Training
- Completed Customer service Training
- Completed Employee Motivation Training
- Prepared and presented food in an efficient manner

Activities: Society of African American Business Students-Corporate Relations Dir. (2years)
Students RIT's Step Dance Team – Coach (2 years)
Saunders College of Business Executive Board Member (1 year)
International Business Group – Student Member
Lowenthal Junior Achievement Volunteer

SUMMARY

An international business executive at the Director level with 23 years of successful research, commercialization, business development experience and leadership skill in the battery materials industry seeking a second enriching career in undergraduate business and entrepreneurship education. Started career as a high school science teacher.

UNIQUE CAPABILITIES, SKILLS AND EXPERIENCE

Excellent communication and delivery skills honed through presentations to a broad range of international audiences, students, government officials and business executives covering a wide scope of technical, program, management, leadership, C suite and board level topics. Creatively breaks down complex technical content into understandable segments, uses a highly interactive and engaging Socratic method approach to optimize content delivery and case study analysis. Possesses a wide range of commercialization and business experience, providing effective problem solving approaches and clear, concrete and relevant examples in order to understand theoretical and hard to grasp concepts. Highly effective in engaging and motivating colleagues and students, achieved high teaching competence ratings from supervisors, students and colleagues in former positions. Communicates clearly, is an active learner, listener and presenter.

BUSINESS EXPERIENCE

Name of current company

Somewhere, Ohio

Global manufacturer of advanced lithium ion cathodes and electrolytes

Current job title

Aug., 2015 to Present

Assess, develop, validate and implement state of the art lithium ion material test vehicles and related assets for all applications, analyze OEM and competitor's roadmaps, set strategy and business direction. Utilize in-depth industry knowledge to develop and implement product and market penetration value propositions, evaluate new materials technologies and existing and emerging competition for existing and future applications. Tested and validated the market and technology impact of battery materials systems development, resulting in a clearly targeted and market focused direction for commercialization, redirecting global research and development and product management activities.

Old job title

Apr., 2012 to Aug., 2015

Lead, coordinate and drive global electrolyte technology development and commercialization activities in all existing and future application technology centers of the battery materials business unit. Develop an optimal global infrastructure for application technology centers and technology commercialization roadmaps. Lead a highly diverse, international team of scientists, develop and implement a coordinated commercialization and research and development strategy for Suzhou, PRC, Independence, Ohio, Amagasaki, Japan and Ludwigshafen, Germany. Key OEM technical account leader for largest Li-ion battery manufacturer in China resulting in pilot and pre-production electrolyte orders with new SEI layer technology for electric vehicle, consumer electronics and energy storage applications.

Name of Previous Company

Somewhere, Ohio

Private equity owned manufacturer of lithium primary, lithium secondary and ultracapacitor electrolytes for the Energy Storage business and specialty chemicals for Performance Materials.

Job title

Oct., 2009 to Apr., 2012

Identify, research, analyze and implement regional and global growth strategies for the energy storage and performance materials business units, develop and drive new product commercialization. Evaluate, negotiate and implement industry wide collaborations and present acquisition activities to support long range organizational plans. Provide technical and market support for management deal teams for cross border joint ventures. Construct and manage the IP portfolio, develop and direct technology strategy. Managed two direct reports. Principal investigator for \$40 M Department of Energy ARRA Electrolyte Plant Expansion Grant. Provide critical

marketing, operational and technical support to private equity owner in the sale of Novolyte Technologies to BASF.

Name of old Company A town in, New York
\$100M+ annual revenue, public company, manufacturer of primary lithium and lithium ion batteries, power and energy storage and conversion devices, communication systems, design engineering and installation and maintenance services, 700+ employees

Final job title Apr., 2006 to Sep., 2009
Position the company as a power solutions and services provider. Identify and recommend disruptive or incremental technologies and innovative business models for development or acquisition. Research and identify intersecting technologies, new markets and develop metrics for business growth. Developed the strategic direction and market entry point for stationary and standby power, renewable and alternative energy and energy storage. Advised and participated in merger and acquisition activity, expanding and reinforcing Ultralife's competitive position.

Third job title Aug., 2001 to Apr., 2006
Global responsibility for the profitability and growth of the rechargeable business unit as well as complete product management throughout the product life cycle. Identify and execute profitable marketing strategies, develop competitive product lines and technology and formulate supplier alliances. Created sales support tools to establish and grow the business. Provided leadership to define a new product development stage-gated process through all stages of conceptualization, prototyping, piloting and production handoff. Grew revenue from \$200K to \$10M in three years, introduced and launched over 25 new products. In the first year, 50% of new projects accepted and developed by the NPD group became new products to new customers, adding 40% to existing rechargeable revenues, in the second year, 75% of new projects and products added 80% to existing revenues.

Second job title May, 1998 to Aug., 2001
Delivered advanced lithiated metal oxide, graphitic materials and new production processes to production as an advanced level materials scientist and process development researcher. Introduced new materials and production processes resulting in a 12% overall improvement in product performance in six months. Led cross-functional teams of scientists and engineers that introduced and evaluated new materials, process improvements increasing cell energy density by 18%.

Starting job title Nov., 1993 to May, 1998
Created and provided analytical solutions and support to all of Ultralife's products lines as a Research Chemist and Laboratory Manager. Developed new analytical measurement tools, electrolyte, active material systems and processes that improved product performance by over 20%, designed experiments and led teams of chemists and engineers assigned to develop high rate non-aqueous electrolyte systems and materials extending product performance. Led scale up engineering efforts and handling issues associated with high volume production.

EDUCATION

Rochester Institute of Technology	Rochester, NY
Saunders College of Business	AACSB Accredited
Executive MBA	2003
Bachelor of Science in Chemistry	1998
Graduated with Highest Honors	
State University of New York at Buffalo	Buffalo, NY
Science Teacher Training and Certification Program	1984.
State University of New York at Geneseo	Geneseo, NY
Bachelor of Liberal Arts	1982.

Maria J. Richart
Email: MJROCE@RIT.EDU
Phone: 585.475.5479

School Address:
Gibson Hall
Rochester, NY 14623

Home Address:
50 Rycroft Drive
Rochester, NY 14624

OBJECTIVE To apply highly developed marketing research skills and knowledge to obtain a full time position in the field of Business. Available June 20XX

PROFILE

- Aspiring bilingual marketer with an international background. Fluency in English and Japanese
- Excellent customer service skills as well as building customer/client relationships
- Technical skills in Microsoft: Word, Excel, Outlook, PowerPoint, Adobe Photoshop, Drupal, HTML, SAP, Salesforce.com, Cision, Basecamp, Google Analytics, Lacerte, PC and Mac Operating Systems

EDUCATION

Bachelor of Science in Business Administration
Rochester Institute of Technology, Rochester NY Expected May 20XX
Major: International Business, Co-Major: Marketing
GPA 3.32

WORK EXPERIENCE

IDEC Sunnyvale, CA
Account Manager Co-op Dec 20XX – May 20XX

- Actively used Salesforce.com to contact and assign leads to customers
- Updated latest customer database using strong communication skills
- Created weekly social media reports
- Actively engaged in account and brand planning

Rochester Institute of Technology Rochester, NY
Student Webmaster June 2010-May 2011

- Maintained, promoted and developed the content of the websites utilizing the new technology, Drupal
- Developed project schedule timetable and launched the new website 3 months ahead of the schedule.
- Worked in coordination with different departments to sort out their technical issues and address queries.

INTERNATIONAL EXPERIENCE

DIAGONAL VIEW Toyko, Japan
Social Media Intern June 20XX – Aug 20XX

- Worked as the only American in an Ad/PR firm. Demonstrate how Americans use Social Media to gain customers interest.
- Helped design and maintain website, using HTML, and Drupal
- Obtain extensive knowledge of Japanese culture and customs and gain ability to train others in such customs

ACTIVITIES

- Student Advisory Board, VP of Public Relations Spring 20XX- Present
 - Secretary, Women in Business Club Fall 20XX- Spring
 - RIT Intramural Sports, Volleyball Spring 20XX-Spring 20XX
 - Active backpacker, been to 29 countries in 4 continents
-

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