

Victoria E. Armishaw

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Education	Wentworth Institute of Technology , Boston, MA <i>Bachelor of Science in Business Management</i> Concentration: Technology Project Management Technical Communications Certification GPA: 3.8/4.0	Exp. August 2015
Technical Skills & Related Courses	Microsoft Office: Project, Word, Excel, PowerPoint, Outlook, Publisher Operations Management, Management of Contemporary Organizations Technology Acquisition Project Management, Financial Management	
Work Experience	Gilbane Building Company Boston, MA <i>Special Projects Group Intern</i> <ul style="list-style-type: none">Assist Project Managers, Superintendents and Project Engineers during life of construction projectsEdit documents such as contracts and specificationsOrganized close out reports, submittals and change orders	January 2014 - May 2014, September 2014 - Present
	Work Study Program Boston, MA <i>Office Assistant</i> <ul style="list-style-type: none">Served athletic department in researching prospective studentsApplied business computer applications to projectsUtilized communication skills with athletic administration	Fall 2011-December 2013
	Nova Properties Scarborough, ME <i>Assistant Manager</i> <ul style="list-style-type: none">Maintained an organized environment of rental propertiesAdvertised and filled vacanciesNegotiated and enforced leases with tenants	Summer 2013
Activities	Women's Varsity Soccer, <i>Captain</i> <ul style="list-style-type: none">Dedicate 20-32 Hours Weekly Each Season Student Athlete Advisory Committee, <i>President</i>	Fall 2011- Present 2012, 2013
Awards & Honors	Sigma Beta Delta, <i>National Honorary Society of Business Students</i> Tau Alpha Pi, <i>Academic Honorary Society of Technology Schools</i> Chi Alpha Sigma, <i>Athletic Honorary Society of Collegiate Athletes</i> Academic All-Conference Team Dean's List Award for Academic Excellence Southern Maine Activities Association Citizenship Award	2014 2014 2014 Fall 2012, 2013 2011-Present 2011
Volunteer Experience	Special Olympics, <i>Volunteer</i> Dana Farber, <i>Breast Cancer Awareness Fundraiser</i>	2012-Present 2012-Present