CURRENT ADDRESS:
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STATE COLLEGE, PA 16801

JOSHUA H. GRAFF

215-327-6694
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PERMANENT ADDRESS:
1412 RINGNECK LOOP
DRESHER, PA 19025

EDUCATION

The Pennsylvania State University — **University Park, PA**
Smeal College of Business — *Graduation: May 2018*
Bachelor of Science in Finance — Overall GPA: 3.65/4.0
Minor in Economics — Dean's List 5/6 Semesters

RELEVANT EXPERIENCE

Penn State Finance Society — **University Park, PA**
Trading Committee — *Spring 2015 – Present*

- Collaborated with a team of 4 to run semester long trading competitions and in-depth market topics on a weekly basis
- Improved performance in trading as exposure to the markets grew: Spring of 2017 return on investment at 2.2% up from 0.4% in spring of 2015

Real Estate Boot Camp — **University Park, PA**
Selected Member — *Fall 2017*

- Accepted into selective program designed for students who demonstrated high interest in the Real Estate Industry
- Engaged with top industry leaders through professional development, panel discussions, networking and site visits
- Training for ARGUS software certification

EMPLOYMENT EXPERIENCE

Overbrook Golf Club — **Villanova, PA**
Caddy — *May 2016 — Present (Seasonal)*

- Actively pursued golf courses in the area with zero caddy experience and no connections
- Worked 40-50 hours per week, and in 2 months, established myself into full-time highly established caddy
- Developed a solid clientele base through a strong work ethic, and excellent customer service with club members
- Gained interpersonal and communication skills through interaction with up to 30 executives and industry leaders per week

Allstate Insurance Agency — **Elkins Park, PA**
Service Coordinator — *May 2012 — August 2014 (Temporary)*

- Updated customer databases to insure accuracy in CRM programs and client files at Allstate franchise
- Received strong exposure to insurance products through customer service over the phone and in person
- Directly responsible for handling client claims, and pushing marketing strategies through mailing lists, and social medias
- Presented with multiple opportunities to analyze the agency's financial statements

Diamond Ridge Camps — **Jamison, PA**
Senior Specialist — Lifeguard — *May 2013 — August 2015 (Seasonal)*

- Provided effective swimming and water safety instruction in groups of 7-15 campers, aged 4-15 years
- Awarded counselor of the week consistently and served as a counselor role model in safety and responsibility

ACHIEVEMENTS/SKILLS/INVOLVEMENT

Zeta Psi Fraternity — **State College, PA**
Scholarship Chair — *Fall 2015*

- Appointed by the president for a position requiring a strong reputation among members of the executive board
- Increased the house GPA during tenure through individual and group tutoring of 20 brothers across business majors
- Promoted scholastic events, career fairs, and recruiting events by sending newsletters to the entire chapter house

Risk Committee — *Spring 2016*

- Managed risks during social functions to ensure safety and responsibility, zero incidents reported during tenure
- Played a critical role in maintaining the integrity of the chapter house in a team of 3-5 on a weekly basis as needed

RECOGNITIONS

- Established strong Microsoft Excel skills emphasizing pivot tables, and lookup functions through financial modeling
- Concurrently worked part-time jobs while enrolled as a full-time student
    - Barnes & Noble Bookseller (2 semesters), Intramural Referee (2 Semesters)