

Joseph DeCeglie

Fairfield, NJ

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EDUCATION

Montclair State University - Montclair, NJ May 2024
B.S. in Business Administration w/ concentration in MIT GPA: 3.5
Dean's List (Fall and Spring semesters) 2020-2021
Hootsuite Platform Certified Issued: May 2, 2023

RELEVANT COURSES

- Information Technology, Spreadsheet Modeling, Statistical Methods in Business, and Technology in Business

WORK EXPERIENCE

Advancement Services and Foundation Assistant Montclair, New Jersey
Montclair State University June 2024 - Present

- Managed sections of the database for Montclair State University and Bloomfield College
- Utilized Raiser's Edge to manage data efficiently.
- Conducted import and export queries to upload and retrieve data.
- Performed accurate and timely data entry tasks

Advancement Services Intern Montclair, New Jersey
Montclair State University January 2024 - May 2024

- Gained hands-on experience in database management for Montclair State University.
- Developed proficiency in using Raiser's Edge for data management tasks.

DoorDash August 2020 – September 2020

- Delivered 10-15 orders to customers a day
- Maintained a strong customer satisfaction rate through efficient service

Front Desk Receptionist South Plainfield, New Jersey
Planet Fitness August 2020 - September 2021

- Verified memberships and answered phone calls to provide service
- Scheduled appointments, maintained and updated customer records, and collected bill payments

Summer Camp Counselor Fairfield, New Jersey
Fairfield Recreation Center May 2016 - August 2020

- Performed plays and activities with children ages 4-12 years old
- Responsible for attendance and accountability of 20-30 group members

ACTIVITIES

Rec Basketball Fairfield, NJ
Scorekeeper November 2017- December 2019

- Monitored stats and timeclock for players in grades K-3
- Recorded scores for weekly basketball games

West Essex Yearbook Committee North Caldwell, NJ
Yearbook Member September 2018-May 2020

- Created yearbook layout with members using Photoshop
- Responsible for a specific amount of pages (30 a person)

Service-Based Club West Essex High School North Caldwell, NJ
Food drive Volunteer October 2018

- Volunteered to help distribute free food and engage with people during the football games

SKILLS & INTERESTS

Technical: Data Entry, Social Media, Piktochart, Canva, Photoshop, Tableau, Database Management, Raiser's Edge, SQL, Python, Microsoft Office (Word, Excel, PowerPoint)

Interests: Boxing, Swimming, and Cooking