

DiCAPP

EMPLOYMENT HISTORY, contd.

Office Manager, American Excelsior Company 1990 - 1994
(Approximately two years full-time while attending college)

- Responsible for internal sales services.
- Purchases 70% of company's raw materials.
- Managed workflow for an office of five personnel.
- Coordinated the workload of warehouse and trucking personnel in arranging shipments of customers orders via company-owned fleet and common carriers.

EDUCATION

BS, Business Administration, Drexel University, Philadelphia, PA, 1994

Major: Marketing, 4.0 average in field of concentration.

65% of total college expenses were earned through full-time and part-time employment.