

**Morgan Mintzer**  
**2 Woodlake Road, Albany, NY 12203**  
**518.542.9407**  
[me01mint@siena.edu](mailto:me01mint@siena.edu)

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## EDUCATION

**Siena College**, Loudonville, NY  
Bachelor of Science in Computer Science  
GPA: 3.11  
Expected: May 2017

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## EXPERIENCE

**Pinnacle Recruiting** Menands, NY  
*Recruiter/intern* February 2016 – present

- Efficiently and effectively searched through resumes to find qualified candidates
- Successfully placed 14 candidates in my first three months as a recruiter
- Learned how to properly steer a conversation in order to accomplish goals in a timely fashion

**Sheila Greco Associates** Amsterdam, NY  
*SGA Talent IT Intern* May 2015 – July 2015

- Worked directly with sales team to qualify database contacts using MS Excel and MySQL
- Helped execute IT related products that contributed to the bottom line sales of the company
- Helped debug a specific proprietary program designed to scrape executive bios pages
- Conducted research pertaining to the Fortune 1000 companies for a project for Fortune magazine

**Saint Mary's Institute** Amsterdam, NY  
*Maintenance* May 2010 – June 2016

- Responsible for maintaining the school grounds.
- Setup and break down for Mass, funerals, and other liturgical services.
- Helped in the installation of a large commercial boiler system.

**Aramark** Albany/Saratoga Springs, NY  
*Warehouse Employee* June 2012 – September 2013

- Setup vendor booths before events.
- Deliver product to vendors during events
- Breakdown and restocked stands/bars after events.

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## COMPUTER SKILLS

**Proficiency in:** Java, MS Word, MS PowerPoint, MS Excel  
**Familiar with:** MySQL, PHP, HTML, CSS, JavaScript, MIPS

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## EXTRACURRICULAR ACTIVITIES

**Goodwill Industries**  
*Volunteer*

- Sorted through, Accepted, and logged donations.

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## AWARDS

**Presidential Scholarship Award**, Siena College Loudonville, NY  
September 2012 – Present

**Siena Grant Award**, Siena College Loudonville, NY  
September 2012 – Present