

ANDREW A. GHOBRIAL

83 Ivy Street Apt. 32 ♦ Brookline, MA 02446 ♦ (617) 678-7827
AndrewGhobrial.com ♦ andrew@andrewghobrial.com

PROFESSIONAL PROFILE:

- Excellent understanding of the functions of each branch of government and the criminal justice system.
- Excellent leadership skills
- User friendly with both the Mac, Windows XP, Vista and 7 operating systems
- Great with Microsoft Office and Mac compatible iWork and File Maker Pro
- User friendly with databases / avid and quick learner of new software

EDUCATION:

University of Massachusetts Boston, Boston, MA

- Bachelor of Arts Degree in Criminal Justice and Sociology, 2009

RELATED COUSEWORK:

Criminal Justice, Criminal Law, Psychology, Sociology, Race & Ethnic Relations, Public Speaking, and Computer Applications

RELATED WORK EXPERIENCE:

Custody Specialist, **State Street Corporation**, Boston, MA 2014- Present

- Process trades and ensure that all accounting is booked correctly
- Oversee the movement of money and ensure proper instructions are set up
- Train new associates and help them get acclimated to processing these multi million dollar transactions

Admissions Director, **New England School of English**, Cambridge, MA 2012 – 2014

- Manage student account and billing
- Translate to help students better understand school policy
- Lead student orientations

Night Auditor, **John Hancock Hotel & Conference Center**, Boston, MA 2010 – 2011

- Performed Financial Audits
- Oversaw the booking of individual and group reservations
- Skilled in resolving conflicts

Intern, **Youth Build Boston**, Boston, MA Fall 2009

- Drafted grant proposal for federal stimulus funding
- Researched statistics pertaining to age, gender and area pertaining to construction to aid in program development

Peer Mentor, **University of Massachusetts-Boston**, Boston, MA Fall, 2009

- Acquainted freshmen and transfer students with campus and campus services
- Led info session to help students learn about research assistance and library services

Orientation Leader, **University of Massachusetts-Boston**, Boston, MA Summer, 2009

- Acquainted freshmen and transfer students with campus and campus services
- Led info sessions with parents of new students

Mac Specialist, **Apple Retail Store**, Cambridge, MA 2007 - 2009

- Assisted customers in finding the right solution
- Led Personal Shopping sessions
- Achieved Metric Goals

Sales Clerk, **Staples**, Boston, MA 2006 - 2008

- Operated the Copy and Print Center
- Signed Customers up for Staples Rewards (Savings card)
- Awarded Associate of the Month in April 2007

COMMUNITY SERVICE:

- Ran the Boston Athletic Associations Half Marathon to raise funds for the Dana Farber Cancer institute to conquer cancer, October 2011
- Servant and Member, of St. Mark's Coptic Orthodox Church and Sunday School Servant, 2010 – Present
- Candidate for Office, Ran for Selectman and Town Meeting in the Brookline Town Elections, 2006, 2010 & 2011
- Student Senator, Sat on the UMass Boston's Student Activities Committee to help fund and organize student clubs, activities and events, 2009 & 2010
- Volunteer, assisted at the debates held at the Edward M. Kennedy Institute for the senatorial debates for US Senate, October 2009 and January 2010
- Community Activist, Passed a resolution in Brookline to urge local restaurants to post caloric information, 2009
- Community Environmentalist, Passed a by-law in Brookline to help promote recycling in parks and the public ways, 2008
- Volunteer, Designed four historic neighborhood brochures for the Brookline Preservation Commission of town historic areas 2005 & 2006
- Student, Graduated the Brookline Police Citizens Police Academy, 2005
- Volunteer, Assisted in town beautification efforts in planting bulbs for Brookline's three hundredth anniversary, 2004