

Shayne R. Saulnier

Motivated and driven self-starter, seeking a fast-paced, team-oriented environment.

EDUCATION **Assumption College II'** **Worcester, MA**

Major: Bachelor of Arts, Organizational Communication

Minor: Management

EXPERIENCE

Harvard University Employee's Credit Union

Accounting Assistant

- Handle daily debits/credits
- Audit new account documents
- Balance tangible currency

Cambridge, MA

April 2013- Present

Tommy Doyle's Restaurant and Pub

Manager

Bartender

- Over six years of continuous service
- Train new hires
- Responsible for nightly closing operations
- Manage day-to-day operations
- Responsible for weekly food and beverage ordering

Cambridge, MA

March 2011-April 2013

March 2006 –March 2011

LEADERSHIP/ ACTIVITIES

Autism Speaks Member: Team member of "Lyric's Champs." Raise money for autism research.

Participate/facilitate yearly walks and boat cruises for the foundation.**2010- Present**

Annual Taste of Cambridge Committee Member: Assist in planning and executing an annual citywide event drawing thousands of people. **2009- 2012**

Training Resources of America: Tutor basic education (reading, Writing, Math) to middle-aged men and women, most of whom were immigrants.

2009-2010

East Coast Ayurveda: Involved in creating an online marketing design and campaign for a startup therapeutic company. **2009**

Boy Scouts of America: Attended educational trips and monthly meetings. Planted flags for veterans. **2003-2007**

TECHNICAL SKILLS

- Near Fluency in Spanish
- Proficient with Microsoft Office Suite (MS Word, PowerPoint, Excel, Outlook)

REFERENCES AVAILABLE UPON REQUEST

Shayne Saulnier