

Joseph G. Papetti

EDUCATION	Boston University College of Communication Bachelor of Science in Public Relations Liberal Arts Concentration in History	Boston, MA May 2006
	North Shore Community College Associate in Science in Fire Protection and Safety Technology	Danvers, MA May 2019

CERTIFICATIONS **Firefighter I/II**
HAZMAT Operation Level Responder
EMT Basic

CURRENT POSITION **Somerville Fire Department** **Somerville, MA**
Firefighter April 2016 – Present

PREVIOUS EXPERIENCE **Millwork Inc. Builders** **Winchester, MA**
Carpenter September 2014 – December 2017

- Completes demolition and construction tasks including: roofing, siding and renovating finish work on upscale houses

Exclusive Concepts **Burlington, MA**
Email Marketing Specialist May 2015 – April 2016

- Engaged with client through proactive two-way communication to ensure overall client contentment
- Managed internal resources in order to drive results, create efficiencies and maximize results
- Was responsible for managing billing, budgeting, and forecasting client book of business

eBay Enterprise **Burlington, MA**
Specialist Client Services July 2014 – September 2014

- Engaged with client through proactive two-way communication to ensure overall client contentment
- Managed internal resources in order to drive results, create efficiencies and maximize results and was responsible for managing billing, budgeting, and forecasting client book of business

eBay Enterprise **Burlington, MA**
Associate, Email, Delivery Operations September 2011 – July 2014

- Managed production of email marketing campaigns for several Fortune 500 companies
- Maintained highly interactive working relationships with client project supervisors through proactive communication

Boston University Athletic Administration **Boston, MA**
Administrative Assistant December 2006 – August 2011

- Managed administrative functions for Women's Ice Hockey including but not limited to: team travel, recruiting, marketing, summer hockey camp, medical insurance authorizations