

## Timothy Graziosi

(860-878-4219) | (Tgraziosi@my.ccsu.edu)  
32 Starview Drive, Glastonbury, CT 06033

### EDUCATION:

**St. Michael's College**, Colchester, VT 2013-2016

**Central Connecticut State University**, New Britain, CT

Bachelor of Science in Business Administration in Finance  
3.8 GPA, Deans List and Academic Honor Roll

Expected 2020

### EXPERIENCE:

**MPS Plastics**, Marlborough, CT

*Machine Operator*

Sept. 2017-Dec. 2018

- Responsible for full lifecycle of machine operations including making plastic parts, trimming and packaging for delivery
- Ensured products were created with top quality
- Proactively guaranteed that products were packaged ahead of predetermined delivery dates

**Harry's Pizza**, Glastonbury, CT

*Dishwasher and Cook*

June 2016-July 2017

- Performed cleaning assignments according to established policies and in accordance with OSHA standards
- Coordinated inventory of cleaning supplies with kitchen staff to ensure a clean, uncluttered work environment for all
- Maintained composure and open communication with team members prior to and during busier shift assignments
- Assisted in additional kitchen duties such as cooking and preparing meals

**CIGNA**, Bloomfield, CT

*Administrative Assistant*

May 2014-Aug. 2014 – May 2015-Aug. 2015

- Responsible for updating outdated employee information in various HR applications and Microsoft Excel
- Prioritized assignments and schedules to ensure timely completion
- Prepared and created proposals for client approval alongside a team of business partners

### LEADERSHIP EXPERIENCE/EXTRACURRICULARS:

- Elected captain of high school soccer team by teammates and coaches
- Held various leadership roles in group projects throughout college, specifically in topics relating to finance and management

### ADDITIONAL SKILLS:

- Proficient in Microsoft Suite (Excel, PowerPoint, Word, Access)