

Giuliano Rizzi

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EDUCATION

Western Illinois University¹ – Macomb, IL
Bachelor of Business in Management
Graduation Date: December 2014

INTERNSHIP

Dardis Academy – Dyersville, IA
Professional Clothier
May 2014 to July 2014

- Completed four day - 35 hour executive training
- Developed and maintained current product knowledge and promotions
- Applied sales techniques to expand customer base and increase sales
- Accurately measured and fit clients for company products
- Provided exceptional customer service in addressing client issues and concerns
- Processed client orders into company's online ordering system

AvenueOne Management, Inc. – Forest Park, IL
Assistant Property Manager
May 2012 to August 2012

- Assisted property manager with client and tenant relations
- Collected monthly rent and assessment payments
- Prepared lease renewals and maintained tenant/vendor files
- Scheduled tenant service calls with third party vendors

LEADERSHIP ROLES

Sigma Pi – Epsilon Zeta Chapter
Vice President

- Supervised chair positions to ensure completion of given tasks.
- Submitted monthly activity reports to headquarters via online system
- Attended annual leadership conferences

Delta Sigma Pi – Lambda Omicron Chapter
Pledge Assistant

- Supported Vice President of Pledge Education
- Graded weekly quizzes for completeness and accuracy
- Organized new member reference materials

SKILLS

- Able to work independently and effectively as a team member
- Strong work ethics and reliable handling confidential data
- Focused and detail oriented to meet deadlines, prioritize and multi-task
- Technology: Windows (7 Professional) and Mac (OS X Mavericks)

¹ AACSB Accredited College of Business and Technology

REFERENCES AVAILABLE UPON REQUEST