

MALLORY S. MANOS
740-877-7990 | mmanos01@gmail.com
Permanent Address: 1220 West Main St | Newark, OH 43055

CAREER OBJECTIVE

I enjoy all aspects of the Business world. I have been involved with the conception of a product, the sales and marketing of a product and the customer service levels needed to maintain the customer base that helps a business maintain its existence. The movement of that product from store or warehouse to the customer and the customer service follow up to confirm customer satisfaction levels is where I know I can be of the most value to a company.

EDUCATION

Bachelor of Science in Business and Administration
West Virginia University, Morgantown, WV

May 2010

- Major: Marketing
- Related course work: Logistics, Supply-Chain Management, Financial and Managerial Accounting, Information Systems & Technology, Market Research, Distribution Channels, Product & Price Policies, Managing Individuals & Teams, Business Law, Microeconomics, Business Finance

EMPLOYMENT HISTORY

Licking Memorial Hospital (Newark, Ohio) - Patient Accounting Representative

November 2010-
present

- Resolving patient concerns regarding insurance coverage and co-pays, creating payment plans along with collecting on past due accounts.
- Daily responsibilities include communication with insurance carriers, filing bankruptcy notices, following up with probate courts with open and closed estates. Handle inbound and initiate outbound calls.

INTERNSHIPS

MF Global Inc. (New York, New York)- Fixed Income Intern

Summer 2009

- MF Global is a world leader in execution and clearing services
- Created repurchase agreement interest rate data into Excel spreadsheets to assist the traders for better analysis of the data collected
- Participated in handling settlement instructions
- Instituted and helped formulate off-shore accounts

Arnold Classic Sports Festival, (Columbus, OH)- Volunteer

March
2009&2010

- Interviewed athletes and other participants about their experiences with the festival for a promotional DVD distributed for marketing purposes.
- Some of the participants interviewed were Governor Arnold Swarchenegger, Dana White President of the UFC, and other professional and amateur athletes

RELEVANT ACADEMIC ACCOMPLISHMENTS

West Virginia University Marketing Masters Competition, Morgantown, WV

November 2009

- Implemented strategic marketing strategies to obtain a better return on investments for a local not-for-profit business

ORGANIZATIONAL AND MANAGERIAL SKILLS

West Virginia University's Women's Club Volleyball

2006-2009

- Treasurer and participant for three years
- Responsibilities: Planning and coordinating practices, budgeting and balancing team's check book, and helping plan fundraisers

EXTRACURRICULAR ACTIVITIES

International Fraternity of Delta Sigma Pi

- Professional Business Fraternity
- Vice President of Scholarship & Awards

West Virginia University's Marketing Club