Erika Tremblay 🞟 25 Ames Rd 🞟 Brewster NY 10509 🞟 erika.l.tremblay@pace.edu 🞟 845-270-2966

**Education:** Pace University, Pleasantville NY Current QPA: 3.85

**Bachelor of Arts in History**; Expected Spring 2011 Minor in Sociology/Anthropology

**Honors:** Pforzheimer’s Honors College Dyson Society of Fellows

Dean’s List from Fall 2007 to Present Golden Key Honors Society

Phi Alpha Theta History Honors Society

Attended National Conference for Student Leadership in Orlando, FL October 2010

**Skills:** Microsoft Office including, Outlook, Word, Publisher, Powerpoint, Excel, and website creation.

**Volunteer Work: Fundraiser for the Donahue Family, August 2009, Brewster NY**

* Contacted a local family, who lost their mother and daughter in a drunken driving accident, to see if it would be appropriate to raise money for them.
* Created a website and designed flyers for the event.
* Solicited local businesses and a radio station to help with food, entertainment and raffle prizes.

 **The Loft, The Gay and Lesbian Community Center, Sept. 2008-Dec. 2008, White Plains, NY**

* Prepared for events and fundraisers and help with odd jobs around the center.

**Employment:** Ossining Historical Society Museum, Ossining NY

 **Research Assistant: September 2010-Decemeber 2010** 🞟  **Internship**

* Researched and replied to requests for information.
* Helped organize the annual fundraiser for the museum.
* Installed new updates for the computers.
* Organized collections and materials for more efficient use.
* Updated old procedures into more efficient new ones.

Tremson Corporation, Brewster NY

**Administrative Office Assistant: May 2010- Present** 🞟  **Part Time**

* Organize office and implement more efficient procedures.
* Prepare truck and fuel taxes and implement QuickBooks to track finances and accounting.
* Create and maintain website for company.
* Answer phones and speak with customers and other businesses.

Wholistic Physical Therapy, Brewster NY

 **Administrative Office Assistant: March 2008-August 2010** 🞟 **Part Time**

* Assist patients with appointments and billing and ensure patients feel comfortable, to compliment the serene atmosphere of the business.
* Repair and maintain various office equipment.
* Develop systems to increase office efficiency, such as spreadsheets and checklists to aid the therapists and the office staff.
* Organize and implement a fundraiser to benefit a local family and promote the company.

North American Light Spectrum, Danbury CT

**Shipping Manager: January 2004-January 2005** 🞟 **Part Time**

* Processed orders for high-priced Italian lights and packaged them to be sent out.
* Organized the warehouse to make it more efficient to find products.
* Corresponded with customers and shipping services regarding orders.
* Presented a new product and handled sales at the Atlanta, Georgia Business Expo where exhibitors present their product to thousands of consumers.

**Extracurricular**

**Activities: Colleges Against Cancer, Pace University**

* Senator, acting Treasurer and Chair of Relay for Life.
* Develop fundraising ideas and ask for and support the request for a budget from the school.
* Prepare, organize and carry out Relay For Life on the Pace campus.

 **Equestrian Team, Pace University**

* Horseback ride on the Pace team and participate in events for Pace Athletics as a whole.