**Christopher O'Connell**

coconnell@bc.edu · (cell) 617-656-1234

Boston College, Hardy House 14 Clark Street

Newton Centre, MA 02462 Bayside, NY 13790

**EDUCATION**

**Boston College, College of Arts and Sciences; Chestnut Hill, MA**

Bachelor of Science in Psychology, May 2010

Honors Program; plan to research and write a thesis, complete focused program coursework

**Benjamin Cardoza High School**; Bayside, NYHigh School Diploma, June 2006 Captain, Varsity Men's Crew

**WORK EXPERIENCE**

**Benjamin Cardoza High School**; Bayside, NY

*Bookkeeper* Summer 2006

* Maintained account records of 4,000 student body school, including general ledger, accounts payable/receivable; prepared 370 bi-weekly payroll checks along with school accountant
* Analyzed class selections and times data to create 4,000 individual daily schedules for students

*First and second year*

*students may put their high*

*school on their resume,*

*however, your BC*

*education should go first.*

*Relevant high school*

*experiences and*

*accomplishments may also*

*add value to your resume.*

**Long Island Medical Group**; Garden City, NY

*Administrative Assistant* June 2005 - May 2006

* Verified and scheduled patient appointments for seven doctors; screened emergency situations to determine if visit was needed in order to keep doctor on schedule as much as possible
* Maintained over 5,000 patient files for doctor review before patient appointment; filed incoming lab results and notified doctor of any unusual reports

**ACTIVITIES**

* BC Men's Crew Team; devote 20 hours per week to practice during height of season
* 4Boston; volunteered four hours per week at the Jackson Mann Community Center Pre-school Program; acted as an aide for lead teacher
* Campus School Volunteer; spend five hours bi-weekly with a moderate special needs student

**SKILLS**

* PC and Mac; Microsoft Word, Excel

**INTERESTS**

* Mountain biking, cross country skiing, travel to Ireland, chess