

Scotty Habibi

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Education

University of California, Riverside (UCR), Riverside, CA

Master of Business Administration, Concentration: Finance and Management

June 2020

GPA: 3.85

University of California, Riverside (UCR), Riverside, CA

Bachelor of Science, Business Administration

June 2015

WORK EXPERIENCE

School of Business, UCR

Graduate Course Reader

Jan. 2019 – Present

- Assisted with grading responsibilities, including weekly assignments, case analysis and exams
- Held office hours each week to answer question about classes for undergraduate students

Bank of America, Los Angeles, CA

Sales Manager

Aug. 2016 – Aug. 2018

- Sold banking products to clients
- Products include credit cards, loans, and checking accounts
- Visited some private clients at their places to demonstrate and sell banks' services and products, which helped to significantly increase my branch sales
- Supervised and guided new sales managers in three branches to sell the bank's products

American Museum of Natural History, New York, NY

Administrative Coordinator

Jul. 2015 – Aug. 2016

- Supervised six clerks and administrative assistants
- Arranged several conferences and committee meetings, making phone calls, sending emails, and reserved conference rooms for executives

LEADERSHIP EXPERIENCE

School of Business, UCR

Graduate Student Ambassador

Sep 2018 – Present

- Represented A. Gary Anderson Graduate School of Management at the Dean's Speaker Series and other ASGM sponsored functions
- Supported the Dean's office in organizing events and conferences
- Worked alongside Admissions and Recruitment to provide information for prospective students
- Visited undergraduate classrooms of +250 students to promote the graduate business programs

Graduate Student Association (GSA), UCR

AGSM Academic Affairs Officer

Sep. 2018 – Dec. 2018

- Served as representative of the Graduate School of Business to the Executive Board
- Held a weekly office hour for inquiries about AGSM and GSA
- Assisted GSA leaders to organize events and activities for graduate students

SKILLS

Software: MS Office, SPSS, Tableau, ArcGIS Business Analyst, Android, Windows, Mac OS

Languages: Conversational Arabic