

# Brandon Matthew Sears

bsears@mail.niagara.edu

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## Education:

08-11-Present

**Niagara University**-Lewiston, NY

College of Hospitality and Tourism Management, expected graduation: May 2015  
Concentrations: Luxury Resort Management, Event Planning, and Club Management

**Maryvale High School**-Cheektowaga, NY; Graduated 2011

## Experience:

06/10-Present

**Tops Friendly Markets**-Williamsville, NY

Cashier at Tops Markets in Williamsville, New York  
-In charge of all monetary amounts within the register  
-Handle most customer complaints

10/08-04/10

**The Alcott HR Group**-Cheektowaga, NY

Mailroom Assistant and Part Time Receptionist  
-Sorted Mail, Answered Phones, and Entered new employees into online database  
-Handled Tax/New Employment forms, I-9, W-2, and W-4 etc.

## Awards:

- Statler Foundation Scholarship
- UFCW Local One Scholarship
- National Honor Society
- Tri-M Music Honor Society

## Activities:

- Club Managers Association of America, Niagara University student chapter
- Maryvale High School Senior Class Historian, Class of 2011
- Niagara University Future Business Leaders of America, Secretary
- Niagara University Hospitality & Tourism Association, member
- Niagara University Events and Programming Board

## Skills:

Microsoft Office

- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- Microsoft Access

**\*References Available Upon Request\***