**Justin K. Orlove**

**7715 Grasty Road**

**Baltimore, Maryland 21208**

**(410) 608-9770**

**jkorlove@gmail.com**

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**SKILLS AND CAPABILITIES**

* Excellent interpersonal skills to provide enhanced customer service experience
* Strong presentation skills to summarize report outcomes

**EXPERIENCE**

 **Tutor**, Kumon Institute of Education September 2009 – June 2010

 Owings Mills, Maryland

* Drilled first to eighth grade students in mathematics and reading using the Kumon Method
* Created multiplication and division study guides, supervised new employees, and oversaw mathematics grading

**Office Manager**, Westport Inc. June 2005 – Current

 Owings Mills, Maryland

* Manage bookkeeping
* Draft correspondence to clients and business associates

 **Intern**, Smith Barney June 2007 - August 2007

 Towson, Maryland June 2006 - August 2006 June 2005 - August 2005

* Researched businesses to create reports outlining strategies for financial planning
* Interpreted statistical analyses to identify prospective investment opportunities
* Responded to client inquiries
* Developed and organized new client filing system for office relocation
* Entrusted to maintain business ethics through confidentiality of client holdings
* Trained in financial software specific to investment portfolios

 **Production Assistant,** Kitay Productions November 2004 - May 2005

 Owings Mills, Maryland

* Assisted production crew with the taping of University of Maryland basketball games
* Prepared and organized technical equipment
* Supported production crew with outsourced employees

**EDUCATION**

Loyola University Maryland, Sellinger Business School

Masters of Business Administration, Finance Concentration - September 2010

University of Maryland, Robert H. Smith School of Business

Bachelor of Science, Accounting Degree - May 2008

The Boys’ Latin School of Maryland - June 2004

**ACTIVITIES**

Finance, Banking & Investment Society September 2005 – May 2008

Accounting & Business Association September 2004 – May 2008