

MICHAEL A. BERNARDO JR.

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EDUCATION

New Jersey Institute of Technology: Newark, NJ

B.S. Mechanical Engineering & B.S. Business Management *Graduated: May 2010* *G.P.A: 2.864*

Key Courses

Stress Analysis, Differential Equations, Strength of Materials, Dynamics, Thermodynamics, Statics, Fluid Flow, Heat Transfer, Machine Design, Accounting, Finance, Statistics, Management Information Systems, Marketing, Economics, Human Resource Management, International Business, Business Policy, Business Law

RELEVANT & LEADERSHIP EXPERIENCE

Tau Delta Phi Fraternity, Tau Epsilon Chapter

National Representative

January 2010 – July 2010

Advisor to the Executive Board

January 2009 – December 2009

President

January 2008 – December 2008

Vice President

January 2007 – December 2007

- Managed a group of 25 chapter members, including directing weekly chapter and executive meetings
- Overall responsibility for \$25,000 in continual renovations to chapter house
- Responsible for annual \$20,000 chapter budget; supervised chapter leaders on responsible budget management
- Organized and oversaw many different initiatives including “Going Green”, fundraising for “Feeding America”, Promoting healthy lifestyles while supporting the “National Childhood Obesity Foundation”, and Mobile Blood Drives

NJIT Student Senate, Newark, NJ

Treasurer

September 2008 – February 2009

- Handled \$5000 in petty cash, responsible for tracking incoming receipts for 35 student senators
- Organized and planned various on campus social and charitable events, responsible for \$36,000 annual budget
- Chaired the Athletics & School Spirit Committee, advisor to the Finance Committee

NJIT IFSC (Inter Fraternity/Sorority Council), Newark, NJ

Treasurer

September 2008 – May 2009

- Designed annual Council budget; held all organizations accountable for dues and fines
- Responsible for \$5000 in dues and receipts per annum

EMPLOYMENT HISTORY

The Property Guardians LLC, Las Vegas, NV

Business Analyst

February 2010 – Present

- Helped to create and implement business model for emerging business
- Provided support and financial insight
- Formed relationships with marketing vendors and negotiated contracts

Outback Steakhouse, Rochelle Park, NJ

Server/Bartender

January 2006 - Present

- Worked in fast-paced, customer-orientated environment, committed to delivering quality service
- Helped to create and implement a system of standards called “running sidework” that promoted teamwork and helped make the restaurant more efficient
- Handled cash totaling \$500-\$1000 a shift

Footstar Corporate, Mahwah, NJ

End User Support Tech/Helpdesk

December 2003 - January 2006

- Provided virus removal, software install, data recovery, and network administration
- Helped migrate network data center from Dallas, TX to Mahwah, NJ
- Handled phone calls and helped troubleshoot users remotely as well as issued tickets for users on-site

ABILITIES

- Proficient with Windows 7, Vista, XP, Microsoft Office Suite, Adobe Photoshop, Pro-Engineer, Web Design
- Familiar with speaking both Portuguese and Spanish
- iLead Student Leadership Program Certified