

# Adam Kapp

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**Education:** State University of New York at Oswego  
Major: Business Administration  
Graduation date: May, 2006

## Work Experience:

Summer 2005 *Intern, Exis Capital Management Inc., New York, NY*  
Winter 2006

- Assisted company controller and CEO with daily hedge fund activities
- Reconciled company bank accounts
- Processed company payroll
- Assisted company portfolio managers and analysts with research and on other projects as needed
- Gained further understanding in auditing and compliance procedures
- Aided controller and CFO with client financial relations

Summer 2005 *Financial Representative Intern, Northwestern Mutual Finance, Newburgh, NY*

- Participated in Firm training programs including sales, prospecting, and promotion
- Developed communication and self-management skills
- Received training in NYS life, accident, and health insurance law

Seasonal 1998-Present *Matre'D, Kuhl's Highland House, Middletown, NY*

- Supervised over twenty staff members
- Coordinated schedules of kitchen staff, entertainment and photographers
- Managed guest services areas

**Leadership Roles:** 2003 *President, Sigma Tau Chi Fraternity, Oswego, NY*

- Facilitated weekly meetings with chapter members and executive board
- Coordinated fundraising efforts
- Improved and expanded community relations
- Developed and maintained an effective risk management plan
- Served as auditor for annual budget

2004-Present *Treasurer, Sigma Tau Chi Fraternity, Oswego, NY*

- Created and managed chapter budget of over \$20,000
- Organized collection of membership dues
- Responsible for quarterly financial reports to alumni association

2003-Present *Executive Board, Interfraternal Council, Oswego, NY*

- Represented interests of all local fraternity houses
- Participated in creation of governing policies for the Greek system

**Skills:** Microsoft Office XP, Microsoft Access, Front Page, Minitab, Quicken, Research Insight.