

Samuel Dumas

CONTACT

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SKILLS

- Social Skills (Easy to speak with, etc.)
- Managerial Skills
- Basic understanding of legal vocabulary and methods
- Efficient memory and attention to detail
- Social Media Savvy
- Sales/Negotiation
- Strong Grasp of political theory
- Concentration in Public Policy
- MS Office
- Active Listening
- Excellent Communication
- Analytical and Critical Thinking
- Multitasking Abilities
- Interpersonal Communication
- Attention to Detail
- Good Telephone Etiquette
- Strong Typing

ADDITIONAL INFORMATION

- AWARDS , St. Bonaventure University Dean's List, St. John Fisher University Dean's List, Atlantic 10 All Academic Team

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willing to take on added responsibilities to meet team goals. Experience in both the Political Industry as well as Retail Management.

EDUCATION

Bachelor of Arts: Political Science and Philosophy

St. John Fisher University- Rochester, NY

- Dean's List (Fall/Spring 2020-2021, Fall 2021)
- Awarded Atlantic 10 All-Academic Team
- St. John Fisher University Transfer Achievement Scholarship Recipient
- St. Bonaventure University Friars Scholarship Recipient
- 3.49 cumulative GPA, Early Graduation Granted
- Elected to Class Treasurer for St. Bonaventure Student Government in 2021
- Extracurricular Activities: Division 1 Cross-Country/Track and Field 2019-2021. Division 3 Cross-Country/Track and Field 2021-2022
- Capstone Project: *Firearms, Mental Health Issues and Prevalence of Proven Criminals: What Causes rises in Violent Crime Levels?*

-A comparative study between two similar cities within the same state, Rochester and Buffalo, in an attempt to discern which of the three mentioned factors contributed most to the rise of violent crime levels.

High School Diploma, 05/2019

Franklin Academy - Malone, NY

WORK HISTORY

Whiskey Expert | Assistant Manager, 01/2021 to Current

East Ave. Wine and Spirits - Rochester, NY

- Aid in managing product
- Online/phone orders
- Advisement pertaining to Bourbon/Scotch/Irish/Canadian Whiskey
- Performed opening and closing duties, printing sales reports, setting up for incoming shift, preparing cash drawers and taking inventory.
- Followed alcohol awareness procedures for preventing excessive guest intoxication.
- Kept alcoholic beverages well-stocked and organized to meet expected demands.
- Handled simultaneous customer, team and business needs while avoiding unnecessary delays or errors.
- Adhered to state laws regarding alcoholic beverage services and customer regulations.
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Upsold items to customers, driving up per-sale revenues and maximizing profits.
- Aid in sales and inventory
- Supervised employees for the duration of the shift
- Handling of all Social Media/Marketing

Assistant to the Chairman, 09/2021 to 09/2022

St. John Fisher University Political Science - Pittsford, NY

- Drafting various departmental communications
- Assisting Doctors of Political Science with research
- Student outreach

- Departmental Social Media
- Worked with senior professors to initiate new projects and assist in various processes.

Assistant Archivist, 08/2020 to 05/2021

St. Bonaventure University - Olean, NY

- Labeling files
- Editing the University Archive Website
- Working with various scanning techniques
- Streamlined usage by creating organizational systems for newly digitized records and documents.
- Researched and recorded origins, provenance and historical significance of archival materials.
- Evaluated records for accuracy, value and status of preservation.

Legal Assistant, 11/2020 to 02/2021

P.N.G.V.B Law Firm - Malone, NY

- Various legal methods including drafting petitions and subpoenas
- Note keeping for various attorneys throughout the day in Court and/or office meetings
- Filing and organizing, including closing/opening files
- Valuable courtroom experience from a young age
- Completed document revisions, court document filings, travel arrangements and client billing.