Adam A. Hirsch

EDUCATION
Cornell University, College of Agriculture and Life Sciences, Ithaca, N.Y.
Bachelor of Science (focus on Business, Nutrition, Food Science), May 2004
> *Relevant Coursework:* Entrepreneurship, Financial Accounting, Micro-economics, Nutrition and Health Concepts, Public Speaking, Statistics, Wines of the World

Clarkstown High School North, New City, NY
High School Diploma, National Honor Society, 1999

EMPLOYMENT

NYC Living Incorporated, New York, NY   June 2006 – Present
Director of Operations, Office Manager, Executive Assistant
- Office Manager duties (phones, filing, reorganized and maintained all files and server files; setup and monitoring of computers, out of office file retrieval capabilities; Blackberries and Exchange Mail; developed a protocol for several key operations; manage internal employee conflicts)
- Internet and Online duties (Created and maintain internet database for properties/listings; setup RSS feeds for export; maintain several internet proprietary databases; manage all online accounts from FedEx and Xerox to Messenger Delivery Service and Staples)
- Marketing and Advertising and PR (discovered, setup and maintain several internet advertising campaigns, including Google AdWords, Yahoo! Search, Google Base, Yahoo!, Oodle and Craigslist; setup and maintain Constant Contact email marketing; created and maintain contact with related press)
- Company Development (initiated, created and developed the company's website, new marketing brochure and marketing materials; created several websites for special purposes events and properties; discovered free and cost-effective methods for marketing and advertising; analyzed and fine-tuned company spending)

Peter*Ashe Real Estate, New York, NY   June 2004 – 2006
Director of Business Affairs, Executive/Administrative Assistant
- General administrative duties (phones/filing/faxing/screening calls/customer service)
- Executive Assistant duties (scheduling/proxy/meeting coordinator/high profile client relations)
- Technology Coordinator (setup network, designed website, manage office computers)
- Listings experience (entry/maintenance with OLR, ROLEX, NYTIMES, Custom System)
- Assistant to the President with various tasks (financial analysis, offering memorandums, research, memos)
- Experience with Sales, Rentals, Retail & Office Space of New York City properties, Manhattan Condominium and Cooperative Board Packages
- Trained and delegated duties to Administrative Assistant

SKILLS AND KNOWLEDGE

Advanced Comprehension:
Microsoft Windows 98 -Vista, Mac OS X
Microsoft (MS) Office Suite '98 – 2007
MS Outlook, MS Exchange Server, MS Word, MS Publisher, MS PowerPoint
Adobe Acrobat Professional
Internet Explorer, Firefox, Safari, Opera Browsers
General and Advanced Internet Research
Online Company and Products Research
HTML, FTP, RDP, PDF
Google Search, Adwords, Analytics, Webmaster Tools and Apps
Blogging Software (Wordpress, MS Live Writer)
RSS Research and Utilization
Social Sites (Facebook, Myspace, Friendster, Digg, Technorati, LinkedIn, etc.)
NYS Real Estate Salesperson License

Moderate Comprehension:
MS Excel, MS Expression Web (Front Page), MS Money 2007
Google API, Google Maps API
Open Office.org
Search Engine Optimization
Cascading Style Sheets
Adobe Photoshop
Spanish, Hebrew Languages

Novice Comprehension:
MS Access, MS InfoPath, MS Project
Autocad, Quickbooks, Adobe/Macromedia Flash, Dreamweaver

About Myself:
My long-term goal in life is to own and operate my own business. In order to achieve this I have set short-term goals which include working for an executive who I believe in and who inspires me, however the industry is relatively unimportant as I have a general thirst for knowledge. I increasingly have been keeping up with world news, technology, software and product information and updates, via websites and blogs. When I'm not reading, I maintain a personal website, an informal blog, cook (I was a line cook, prep cook and a caterer for various establishments) and have an overall appreciation for food, beer, wine and spirits.