

**CRISTOPHER ROSARIO**

Pocono Lake PA 18347

(516596071)

[Cdr5520@psu.edu](mailto:Cdr5520@psu.edu)

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Global Key Solutions 201 Lackawanna Avenue Scranton, PA 18503

RE: Summer 2026 Business Operations Internship

Dear Hiring Manager,

I am a Finance student at Penn State Scranton, and I am very interested in the Business Operations Internship at Global Key Solutions. My experience as an assistant property manager for K&G Home Upkeep has taught me how to keep a business running smoothly. This helped me to learn how to stay organized and create clear instructions to ensure everything gets done correctly. I have used Google Sheets many times and am excited to learn how to use HubSpot and Notion.

Through my finance studies, I have developed strong analytical skills. which aligns well with the reporting and data cleanup tasks mentioned in the job description. Being a student-athlete has also taught me how to manage my time effectively and work well under pressure, which I know is important in a fast-paced startup environment.

As a local resident and student at Penn State Scranton, I meet the requirements for the Small Business Internship Fund and am eager to contribute to a company in my community. I am a quick learner who can work independently to get things done. Thank you for your time and for considering my application.

Sincerely,

Cristopher Rosario

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## **Education**

**Pennsylvania State University** Expected May 2027

Bachelor of Science in Finance GPA: 3.0 [Linkden profile](#)

## **Experience**

### **Portfolio Manager**

- Managed portfolio of personal and private assets.
- Analyzed financial data and did research for investment opportunities which demonstrated my strong problem-solving abilities.
- Communicated complex financial strategies to stakeholders in both English and Spanish which demonstrated my bilingual skills.
- Looked at company financials to conclude if they are good investment using formulas like current ratio. Which helped me get 1,800% return on a stock purchase

### **Small Business Operator**

- Managed a client base of 18 Airbnb owners and made sure consistent service and high customer satisfaction.
- Handled the house cleaning for the guest and for the owners their house maintenance such as, Grass, snow and house supplies.
- Assisted in owner house remodeling such as furniture assembly and deck building.
- I learned how prices should be using data like competitors and labor which helped me find the equilibrium price.

## **Certifications**

- Level 3 Excel Purple Belt
- Marketing Strategy & Competitive Intelligence Certification
- Financial Modeling and Forecasting Financial Statements
- Marketing Strategy: Competitive Intelligence

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- Corporate Finance Foundations