

William Jeffrey Balthazar

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Education

Caldwell University, Caldwell, NJ

Aug. 2021 - May 2025

Bachelor of Science, Business Administration; Minor: Accounting

Overall GPA 3.76, Major GPA 3.8/4.0, *magna cum laude*

Dean's List (Fall 2021 – May 2025), Delta Mu Delta Student Board Secretary (August 2024 – May 2025)

Relevant Courses

Contemporary Business, Leading and Managing Holistically, Business Communications, Fundamentals of Management Information Systems, Business Spreadsheets (Excel), Microeconomics, Macroeconomics, International Business, Accounting I and II, Foundations of Analysis, Marketing, Principals of Finance, Federal Income Tax, Cost Accounting, Intermediate Accounting I and II, Financial Markets I, Selling and Sales Management, Ethical Business Strategy

Professional Experience

Internship Experience

Career Planning Office, Caldwell University, Caldwell, NJ

Jan. 2024 – May 2024

- Assisted Career Planning Professors, directing students to office appointments
- Helped students by giving career planning advice, sample resumes and online resources
- Accepted/Declined Jobs for students and alumni through Handshake
- Helped organize and plan events
- Made flyers for events through Canva, as well as printing and posting them around campus and on Instagram

Volunteer Experience

Teen Advisory Group Volunteer

Sept. 2018 – Present

West Orange Public Library, West Orange, NJ

- Organized library events including the spelling bee and teen game nights
- Meetings took place on a semi-monthly basis
- Currently only helping with Teen Game Nights and Super Smash Bros. Summer Tournaments

Volunteer

Nov. 2016; Feb 2017

Community Food Bank of New Jersey, Hillside, NJ

- Packaged Thanksgiving meals for families in need
- Packaged pasta for families in need

Awards and Honors

- Position as Delta Mu Delta Student Board Secretary (Caldwell University, Caldwell, NJ) (2024-Present)
- Delta Mu Delta (Caldwell University, Caldwell, NJ) (2024)
- Delta Epsilon Sigma (Caldwell University, Caldwell, NJ) (2024)
- Delta Alpha Pi Honor Society (Caldwell University, Caldwell, NJ) (2023)
- Honor Society (Caldwell University, Caldwell, NJ) (2022)

Certifications & Licenses

- Bloomberg Environmental Social Governance Certificate (Dec. 2024)
- Bloomberg Finance Fundamentals Certificate (Nov. 2024)
- Bloomberg Market Concepts Certificate (Oct. 2024)

Skills

MS Office (Word, PowerPoint, Excel, Outlook); Google Applications, Instagram, Canva, Handshake, Zoom