

# Brad Cerullo

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## Objective

Seeking a position that will allow me to express myself creatively and to grow, both, professionally and personally. My ideal position would be to write reviews of films or restaurants.

## Education

**Emerson College**  
**B.F.A. in Writing, Literature, and Publishing**  
with minors in **Print Journalism and Film**

May 2001

## Related Courses

- Book Publishing Overview
- Print Journalism
- Journalism and Legal Issues
- Novella
- Novel into Film
- Magazine Writing
- Creative Writing
- Writing Science Fiction & Fantasy

## Employment

- **Houghton Mifflin Company: Great Source Education Group,**  
Wilmington, Massachusetts  
April 2001 - Present

*Senior Sales and Service Coordinator, Exhibit Contact*

In charge of coordinating and facilitating the training of all new employees. Processing orders and samples received through the mail or over the phone. Handled customer inquiries regarding product information, ordering information, complaints, or any other customer needs.

Responsible for the fulfillment of product requests from Sales Representatives preparing for exhibit shows.

In charge of Customer Service needs in the Great Lakes Territory. Integral member of the SAP system conversion team.

- **Preferred Distributors Inc.,** Tewksbury, Massachusetts  
June 1993 - April 2001

*Assistant*

Assisted with the retail department store since I was 14 years old.

Aided in advancing the record keeping process to electronic databases.

Handled sales with retailers, wholesalers, and buyers on location.

Coordinated purchasing of new products and brought a new customer base to the store.

Managed billing and accounts, purchasing, and customer services for the paging service.

## Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Windows
- SAP
- Corel Word Perfect
- Basic HTML
- Final Draft
- Adobe Photoshop
- Adobe Premiere