

## Summary:

A motivated individual focused on self-improvement and coming from a diverse culture and educational background that has gained work experience in various business fields including sales, accounting, management and Finance. Adaptable to any work environment, flexible on location, focused on team effort and always going the extra mile to ensure customer and firm satisfaction and success.

## Education:

Rochester Institute of Technology (RIT)  
Saunders College of Business (AACSB Accredited)  
Bachelor's of Science in Business Administration  
Major in Finance  
Minors in Marketing and Economics

## Skills:

- Fluent in writing, reading and speaking Spanish
- Excellent customer service skills: patience, positivity, attentiveness, encouragement, motivator
- SAP: internal orders, capitalization, moving price
- Strong research skills
- Exceptional communication skills
- Effective team builder and team player
- Proficient in Excel, PowerPoint and Word

## Work Experience

### TE Connectivity Finance Intern

Oceanside, CA – May 2017 to August 2017

- Utilized SAP to create internal orders to track project jobs, as well as asset numbers for fixed assets over \$5k to capitalize
- Applied Excel for freight cost analysis, reviews of Ship and Debit Agreements (S&D) and to create tracking sheets among other tasks
- Updated spend status and project status on a large excel tracking sheet so managers remain updated on progress

### Future Business Leaders and Entrepreneurs Program Mentor (FBLE/RIT)

Rochester, NY – July 2016 to August 2016

- Motivated and led high school students to assist a local business in increasing their market share
- Appointed tasks to different group members which increased team collaboration and effectiveness
- Coached students on how to create an impactful oral presentation with minimal distractions and professionalism

### Administrator and Financial Services Assistant

Rochester, NY – Summer 2015 to Summer 2016

- Completed travel expense reports for faculty, student and staff in the department along with filing numerous documents and making phone calls
- Helped with monthly procurement card statements, and allocation of expenses to project accounts plus more

### RIT Telefund Student Caller

Rochester, NY – September 2015 to May 2017

- Raised over \$3,000 for colleges and other funds by communicating with parents and alumni
- Maintained superior customer service with donors and shared important university news

## Leadership Experience

### Student Senator for the RIT Saunders College of Business – September 2017 to Present

- Represented the student population within the college in their best interest
- Met with faculty, staff and outside parties to develop plans to help students get ahead in their academics, business-extracurricular activities and their career
- Attended weekly Senate meetings, 1-on-1 with VP and meetings with the Dean to track my progress

### Treasurer for the Saunders Multicultural Business Association - Spring 2017

- Ensured club's finances are positively balanced
- Filled out documents and acquired signatures from appropriate people to make club purchases

### Simon Business School Early Leaders Case Competition - Spring 2016

- Acted as a consultant with other students on challenges faced by Fitbit
- Collaborated with teammates to analyze challenges and create potential solutions and presented them to a panel of judges

### Dale Carnegie Retreat - Spring 2015 & Summer 2015

- Enhanced verbal and non-verbal communication for stronger relationship and social skills
- Practiced and presented speeches which greatly improved public speaking skills, confidence and PowerPoint presentation skills

### Men of Color Honor and Ambition (MOCHA)–Fall 2014 to Spring 2015

- One-year program that provided personal, academic, and professional development with the participation of monthly workshops, and events that encompassed all the program's five pillars: Ambition, Achievement, Integrity, Service and Health