

EDUCATION

University of San Diego
Bachelor of Business Administration
Minor: Spanish

Expected May 2021

Study Abroad: Anglo American University–Prague

Fall 2019

PROJECTS

Uber Financial Analysis Project, University of San Diego

- Analyzed greater San Diego social media, including promotional online advisements for driver referrals
- Recommended ways like utilizing new platforms to increase Uber driver referral promotions by 30%

Spring 2019

EXPERIENCE

Resident Assistant, University of San Diego

- Provide educational programs and support for residence floor comprised of 60 college students
- Conduct rounds throughout the building to ensure security and enforcement of university policies
- Establish relationships with residents to build open communication and a positive college experience

August 2018 - Present

Receptionist, Infinity Salon and Day Spa

- Greeted customers with enthusiasm and professionalism while providing exceptional customer service
- Worked closely with spa manager to educate, promote and sell merchandise on an ongoing basis
- Proactively solicited clients for treatments and scheduled their appointments online and over the phone
- Processed all monetary transactions accurately, showcasing financial responsibility and integrity

May 2014 - August 2017

LEADERSHIP AND COMMUNITY SERVICE

Changemaker Chair Fellow, University of San Diego

- Manage a team of eight fellows to create and execute programs tackling social innovation and social justice issues
- Execute a plan for the School of Business incorporating education on diversity and inclusion in the workplace
- Introduce students to pathways of innovation by presenting and tabling at first year orientation events
- Network with student leaders to collaborate on 30% of our events and initiatives to gain varied perspectives
- Facilitate and develop four design-thinking workshops for organizations on and off campus

June 2018 - Present

Volunteer Coach, Girls on the Run

- Participate in weekly fundraising for the foundation, inspiring health and confidence in young girls
- Serve as motivational coach for elementary school girls in the San Diego area by leading various activities

Fall 2018 - Present

President, Spanish National Honor Society

March 2020 - Present

AWARDS

Dean's List, First Honors, University of San Diego

Fall 2017 - Spring 2019

SKILLS

Bilingual in English and Spanish

Proficient in Microsoft Office, Microsoft Excel certified

1

Include GPA if the employer has requirements for the position; otherwise, it is a personal choice to include.

3

There are various viewpoints on resume formats. If you have additional questions, please make an appointment with a career counselor.

2

A resume should be one page in length if you have less than five-ten years of work experience.

4

A skills section is not required; since you can list these items within your cover letter.