

Francesca K. Gonzales

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015

Major: Human Resources, Minor: Marketing

GPA: 3.3

Selected Courses: *Business Society and Ethics, Introduction to Human Resources, Human Resources on the Ground, Information Systems and Organizations, Consumer and Buyer Behavior (Marketing)*

ACTIVITIES & AWARDS:

- Volunteer, Philadelphia Broad Street Run, May 2013
- Captain, Temple University Co-Ed Softball team, March 2013 – May 2013
- Assistant, NYC Public School District, December 2012
- Volunteer/Team Member, Relay for Life, June 2012
- Volunteer, Special Olympics Event, June 2011
- Circolo di Vinci scholarship, 2011
- Certificate of Merit, Westchester County Board of Legislators, 2011
- Volunteer, Yorktown Democratic Committee, 2006-2010

EXPERIENCE:

RIDGEFIELD PUBLIC SCHOOL DISTRICT, Ridgefield, CT

June 2012- Present

Paraprofessional

- Work individually with learning disabled and autistic children in a school program.
- Supervise collection of data pertaining to specific learning patterns of a 5-year old preschool student.
- Collaborate with 5 teachers and paraprofessionals in the classroom to conduct lesson plans and follow through with learning objectives for the students.

PFIZER PHARMACEUTICAL COMPANY, New York, NY

June 2013- August 2013

Analysis Support Student Worker

- Supported Global Operations Portfolio Management team in cleaning up lease databases, archiving lease documents, conducting analysis and spreadsheet work, and documenting current processes and workflows.
- Provided support in launching a new program to archive and organize Pfizer lease spaces around the globe.
- Attended weekly meetings of 8-10 Pfizer employees to disclose progress on daily projects.

SPORTS BARN, Yorktown Heights, NY

February 2011-August 2012

Sales Associate

- Provided assistance to customers and coworkers in a family owned sporting goods store geared toward young adults.
- Designed and custom-ordered team apparel ranging from single small school teams to large tournaments involving 20-100 teams.
- Maintained store inventory, as well as store presentation.

SKILLS:

- Microsoft Word