

Rebecca Cruz-Esteves

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: January 2015
Major: Human Resource Administration
GPA: 3.0, Dean's List: Fall 2012

ACTIVITIES & AWARDS:

Academic Honors, Community College of Philadelphia, December 2012

Volunteer, Aids Walk, October 2012

Response force Package missions for the state of Pennsylvania, chemical, Biological, radiological and nuclear, October 2011- 2014

Hazmat First responder for possible terrorist attack, G20 summit/ Presidential Inauguration, February 2013

EXPERIENCE: United States Army National Guard, Philadelphia, PA
Army Specialist December 2009 - present

- In process coordinator for new entering soldiers coming back from Army Initial Training.
- Action Response for any national biological, radiological, nuclear and chemical attacks or disasters.
- Instructed hazardous material operations for 200 soldiers.
- Recruited potential soldiers at career fairs for local high schools.

PNC Bank, Philadelphia, PA

Financial Sales Specialist

July 2013-

Present

- Supporting new businesses with necessary tools to become fully functioning such as merchant services as well as outsourcing human resources management.
- Placing customers with bank products to match everyday financial needs including credit cards, loans and accounts.
- Coordinating alternative school and community service events to help graduating students prepare for college with responsible economic planning and personal accounts.
- Maintaining branch sales goals on a monthly basis by acquiring new business through customer service.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint
- Spanish – fluent
- Radiation Specialist certification, December 2009
- Combat Life Saver certification, July 2009
- Dreamweaver CS6- web page design
- Genesis 8.1- sensitive information operating system