

Christopher A. Tacuri Sanmartin

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

May 2028

Major: Management Information Systems

HONORS AND AWARDS

Honors: First Honors, Second Honors (**High School**)

Awards: Provost's Tuition Scholarship: Fall 2024 – Spring 2028

SKILLS

Project Management: Microsoft Word, PowerPoint

Languages: Native proficiency in Spanish

EXPERIENCE

Renaissance Contractors LLC, Philadelphia, PA

May 2020 – Aug 2024

Financial & Client Relations Coordinator

- Coordinated financial and client relations for a family-owned business in the construction industry, generating approximately \$200K in annual revenue.
- Managed project expenses for multiple renovation projects, overseeing labor, material, and business costs using Excel, helping to streamline budgeting and cost control for projects valued at \$50K+.
- Communicated regularly with clients, ensuring they were informed of deadlines and project progress, resulting in a 98% client satisfaction rate and on-time completion for 97% of projects.
- Developed comprehensive quotes detailing project costs, enhancing the transparency of client proposals and increasing project acceptance rates.
- Designed and launched a basic portfolio website using free online tools, boosting company visibility and attracting new clients, contributing to a 5% growth in inquiries over the summer period.

EXTRACURRICULAR EXPERIENCE

Member, Association for Information Systems

August 2024 – Present