

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Major: Accounting
GPA: 3.24
Selected Courses:
Legal Environment of Business Cost Accounting
Business Ethics Professional Development

ACTIVITIES:
Administrative Assistant of Princess, Inc., a non-profit organization for young women.

EXPERIENCE: ATLANTIC CAPE COMMUNITY COLLGE, Mays Landing, NJ June 2009- Present
Student Development Specialist

- Atlantic Cape Community College serves the residents of Atlantic and Cape May counties in three campuses. The college offers 40 career and transfer Associate degrees and serves over 7,000 students each year. Duties include providing academic advisement to freshmen and returning students.
- Developed the retention initiative, “Chat with an Advisor” option to Atlantic Cape’s website, which provides students instant access to a college representative.
- Integrated various methods of social media to the Freshman Orientation Program, that increased attendance by 7% in the first year.

BORGATA CASINO AND HOTEL, Atlantic City, NJ June 2009 - September 2006
Accounts Payable Representative

- Borgata, one of the newest casino gambling institutions in Atlantic City, provides spa, hotel, retail, entertainment and nightlife services that requires hundreds of diverse vendors.
- Initially started as a Customer Care agent; promoted to Accounts Payable Representative.
- Extensively used I-series and Oracle for monthly bank reconciliation.
- Reduced settlement time to process account payments by one week.

SKILLS & LANGUAGES:

- Microsoft Office Suite
- Webpage Publishing, Email, Electronic Filing Utilities
- Datatel Colleague
- Excellent clerical, customer service, and communication skills
- Strong interpersonal, word processing, and telecommunication abilities
- Conversational Spanish and Sign Language