

*Enthusiastic International Business Graduate with solid financial analysis skills*

### *Summary of Qualifications*

- ◆ Thorough knowledge of finance and accounting principles and applications.
  - ◆ Highly organized, detail oriented and dedicated to accuracy.
  - ◆ Extensive cultural experiences gained through international work and study.
  - ◆ Strong written and oral communication skills; conversational in Spanish.
  - ◆ Quality driven with focus on customer satisfaction.
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### *Education*

The Ohio State University, Columbus, OH  
*Bachelor of Science in International Business, 2007*  
Minor: International Comparative Politics  
GPA 3.3/4.0; Dean's List

Major coursework included Financial Accounting, Managerial Accounting, International Law and Organization, Issues and Analysis of Global Systems, Microeconomic Principles, and Spreadsheet Applications for Business

#### International Communication and Negotiation Simulations (ICONS)

Eight-week program incorporating 50 international colleges in global crises and conflict resolution exercise.

The Institute of International Studies, Lisbon, Portugal, Fall 2004

Selected to overseas program with concentration in International Business and Finance of International Trade. Researched and reported on intricacies of European work customs, ethics and financial systems.

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### *Professional Experience*

Whispering Hills Golf Club, Columbus, OH 09/01 – Present  
*Banquet/Catering Manager, (11/03 – Present)*

- ◆ Plan and direct all food, service and special requests for events for discriminating clientele. Establish menus; schedule servers; estimate and track costs to budget; and oversee operations to ensure excellent customer satisfaction while achieving maximum profitability. Contribute to marketing strategy.
- ◆ Hired in 2001 as Assistant Catering Director. Promoted based on leadership and organizational skills.

Chamber of Commerce, Columbus, OH 01/01 – 09/01  
Department of Cable Communications and Consumer Protections  
*Investigator*

- ◆ Researched consumer complaints against cable companies. Analyzed issues and mediated resolution meetings to achieve 99% satisfaction rate by all participants.
- ◆ Originally hired as intern, granted permanent status based on diplomacy, efficiency and success rate.

US Naval Headquarters, London, England Summers 06/98 – 09/00  
*Administrative Assistant*

- ◆ Supported personnel with filing, sorting and research.
  - ◆ Assisted in any capacity to facilitate smooth work flow.
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### *Other Experience*

Broad exposure to European culture, residing in England and Scotland from 1992 – 2000

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### *Technical Skills*

MS Word/Excel/PowerPoint; WordPerfect; Web Page Development