**John Smith**

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**EDUCATION**

**University of Texas at San Antonio,** San Antonio, TX May 2015

Bachelor of Business Administration- Human Resource

Minor: Spanish; GPA: 3.8

**San Antonio College,** San Antonio, TX May 2012

Associate Degree- Liberal Arts Degree

**WORK EXPERIENCE**

**Organic Avenue,** San Antonio, TX

*Boutique Advisor* September 2013 - Present

* Communicate to customers the benefit of Organic Avenue products along with healthy eating habits
* Responsible for daily inventory management as well as opening and closing procedures
* Process sales transactions accurately and efficiently

**ALPFA Intern,** San Antonio, TX

*Membership Intern* November 2013 – Present

* Produce monthly membership reports and perform analysis of data for executive board
* Respond to all membership inquires by membership

**Texas Medclinic**, San Antonio, TX August 2010 – August 2013

*Receptionist*

* Managed office operations such as filing, receiving deliveries, incoming faxes and keeping files of their medical records
* Handled customer service and administrative task for over 80 customers on a daily basis
* Coordinated maintenance of the front desk reception area

**Kiss**, Austin, TX July 2012 – October 2012

*Marketing Intern*

* Evaluated the company’s cosmetic products and services to create a marketing plan that was utilized by department
* Assisted in the distribution and delivery of the company’s products
* Maintained tracking report of weekly magazine publication by creating databases and reports in PowerPoint and Excel

**John’s Farms**, San Antonio, TX November 2006 – July 2010

*Sales Associate*

* Engaged customers and provided support and information on product and quality services
* Balanced cash, credit card receipts upon the opening and closing of each shift
* Provided training to new employees on a monthly basis on all aspects of job operations

**ACTIVITES/LEADERSHIP**

 **ALPFA**, University of Texas at San Antonio Chapter August 2012 – Present

*Marketing Committee*

* Attend professional events by reaching out to networks of peers and mentors
* Participate in monthly meetings and events
* Lead marketing committee in creating new marketing strategies to increase organization membership

**Ernst &Young Case Study Competition,** University of Texas at San Antonio

*Team Leader* April 2013

* Investigated fraud claims in Ropas Corp. by analyzing fundamental and technical data from given reports
* Concluded that there was a strong indication of channel stuffing based on sale return inconsistencies
* Categorized as top 5 out of 45 teams

**KPMG Regional Case Study Competition**, University of Texas at San Antonio Fall 2012

*Consultant Ford Motor Company*

* Evaluated risk assessments at the financial levels by determining the critical accounting policy and pension plan improvements
* Assessed company’s strategies and performance for Ford Motor Company

**Computer Skills/Languages**

* Intermediate Skills in MS Excel, Word, and PowerPoint
* Fluent in Spanish