

# Belisabel Alondra Batista

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## **Education:**

**Manhattan College, Bronx, NY**

May 2023

**Bachelor of Science in Global Studies in Finance, Management**

### **Related Coursework:**

- Accounting I & II, French For Beginners, Management of International Studies, Human Resource Management, Investments, Microeconomics, Macroeconomics, Precalculus, Calculus

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## **Work Experience:**

**Altagracia Faith & Justice Works**

September 2021 - Present

**(Program Coordinator/ Grant Researcher)**

- Researched Grants and Filed appropriate paperwork to apply
- Corresponded with people involved in the GLU Program about program details
- Helped schedule and create activities for the program

**Hotel Chocolat (Sales Associate)**

August 2021 - January 2022

- Assisted customers with their purchases
- Handled Cash deposits at the end of day
- Took inventory and disbursed it; Made phones calls to providers

**P.S./M.S. 37 CASW Summer Camp Counselor (Group Leader)**

July 2021 - August 2021

- Supervised approximately 30 children, ages 10 to 12
- Created lesson plans and activities for the children

**Northwest Bronx Community & Clergy Coalition (NWBCCC)**

September 2020 - May 2021

**(Community Engagement Assistant)**

- Sending texts to Bronx Community members
- Calling NYCHA Housing residents about an upcoming meeting

**St. John's School (Teachers Assistant)**

September 2019 - March 2020

- Assisted the teachers with the children who were from Kindergarten to 7th grade
- Worked with children that needed help with their school work
- Created holiday decorations for the class rooms

**Work Learn & Grow**

October 2019 - February 2020

**(Office Assistant)**

**Rena Daycare Center**

Summer of 2020, 2019, 2018, & 2017

**(Asst. Director's Assistant & Office Assistant)**

- Formulated Documents
- Shredded Papers
- Answered Phone Calls
- Made Copies
- Filed Paperwork
- Created Meetings
- Created Excel & Google Docs Forms

- Inserted Information
- Resolved Parent disputes

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**Experience:****Entrepreneurship Club (Event Coordinator)**

August 2021 - Present

- Coordinate events related to club

**Governor's Committee on Scholastic Achievement (GCSA), Mentee**

September 2015 - Present

- Research the importance of networking
- Discuss with my mentors the importance of my academic career
- Build strong relationships with Spotify's mentees and mentors.

**Women in Business Mentor Program (Mentee)**

August 2019 - May 2020

- Went to social events related to women in business
- Talked to my mentor about Manhattan College

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**Skills:**

Proficient skills in . . .

Google docs, google slides, Microsoft Word, PowerPoint & Excel, Researching, resourcing, communication and presentation skills, organization skills, Bilingual, 5 Mandated Reporter Training, Sexual Harassment Training, Department of Health (DOH) FINGERPRINTED.