

Brenda Laime Jalil

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La Mesa, California
brendalaimej@gmail.com

EDUCATION

- **Towson University, College of Business and Economics | GPA: 2.92**
Bachelor of Science in Business Administration, May 2024
Concentration: Leadership and Management
- **Southwestern Community College, San Diego, CA | GPA: 3.38**
Associate of Science in Business Administration, May 2021
- **Colorado State University, Pueblo, CO | GPA: 3.34**
Completed coursework towards Business Administration

EXPERIENCE

O.H.E. Paintings and Wallcovering Inc. - Chula Vista, CA

Project Administrator | September 2024 – Present

- Lead daily operations including billing, certified payroll, and compliance tracking using LCPTracker and DIR, ensuring project accuracy and organization.
- Coordinate directly with teams in the field and office to streamline communication, solve problems, and keep projects on time and within budget.

Formulaflow - Columbia, MD

Marketing Intern | November 2020 – August 2023

- Developed content strategies and boosted engagement across social media platforms, increasing brand visibility and leads.
- Handled customer communications via phone and email, offering product information and resolving issues with care.
- Collaborated with the team to build creative marketing campaigns that aligned with customer needs and business goals.

The Cake - Tarija, Bolivia

Barista / Assistant Manager | June 2017 – April 2020

- Helped grow a family dessert business to 4 caf  s across 3 cities
- Contributed to branding and product presentation, laying the groundwork for a future business plan in the U.S.
- Managed inventory and coordinated supply restocking to keep the kitchen and caf   fully operational.

ACTIVITIES & AWARDS

Ladies Professional Racquetball Tour, Professional Athlete | June 2019- Present

- Represented international brands while competing at a professional level in the U.S. and abroad.
- Brought visibility to women in sports, advocating for increased representation in athletic spaces.
- **#7 in the World – Singles, #5 in the World – Doubles, LPRT (Ladies Professional Racquetball Tour)**
- **2024 Grand Slam Racquetball Champion** (South Carolina and Chicago)
- Received **Athletic Scholarship** to Colorado State University-Pueblo

SKILLS

- Graphic Design (Photoshop, Adobe Creative Suite)
- Entrepreneurship & Startup Experience
- Project Coordination & Operations, Customer Service & Brand Development
- Native Spanish speaker