




# Cristian Gonzalez

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Summary

A dedicated professional with over 5 years of experience in customer service, inventory management, and data and record keeping, I excel in high-pressure environments and am adept at adapting to new challenges to enhance organizational effectiveness. Currently pursuing a bachelor's degree in Business Analytics at Pace University, I aim to apply my existing skills while expanding my expertise to support company growth and drive impactful results.

- Experience
- PNC Bank

bank teller

November 2023- July 2024

morristown NJ

- Processed customer transactions accurately and efficiently, including deposits, withdrawals, and transfers.
  - Provided excellent customer service by addressing customer inquiries, resolving issues, and promoting bank products.
  - Maintained a high level of accuracy in cash handling and balancing cash drawers at the end of each shift.
  - Adhered to bank policies and procedures to ensure compliance with regulatory requirements.
  - Collaborated with team members to achieve branch goals and deliver exceptional banking experiences.

Galaxy Global Logistics

Administrative Assistant

Sept 2022-Sept 2023

Randolph NJ

- Created spreadsheets in Microsoft Excel for record-keeping and reporting. Kept accounts receivable tracking database current with relevant client information, collection and billing progress.
  - Work directly with accountant to do financial reports for customers, client, and company.
  - Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
  - Calculated and prepared checks for utilities, taxes and other payments.
  - Monitored balance sheets and income statements to evaluate financial performance.

Education

County College of Morris

Business Administration

august 30, 2023

Associates Degree

I have developed a strong foundation in key business principles, including financial management, marketing, and organizational behavior. My coursework enhanced my skills in project management, data analysis, and effective communication, equipping me to tackle various administrative and operational challenges efficiently.

Pace University

Business Analytics

September 2024 - May 2026

Bachelor of Business Admin

Pursuing a Bachelor's Degree in Business Analytics, I am gaining expertise in data analysis, statistical modeling, and predictive analytics. This program is equipping me with advanced skills in data interpretation, decision-making, and the use of analytics tools to drive strategic business insights and optimize performance.