

# Mark Chavez

**Email:** markchavez@ufl.edu

**Phone:** (954) 668-5519

**Address:** 9431 NW 19<sup>th</sup> Street  
Pembroke Pines, FL 33024

---

## **EDUCATION**

**University of Florida, Warrington College of Business** - Gainesville, FL  
Bachelor of Arts in Business Administration,  
**Major:** Business Administration- General Studies

2019 - Present  
**GPA: 3.00/4.00**

**Area of Specialization:** Business and Marketing Geography

**Relevant course work:** Business Communications, Technology and Business Marketing, Computers in Business

## **EXPERIENCE**

**Nexsys International LC** - Aventura, FL

March 2020 – Present

*Accountant Assistant*

- Registered over 1,000 invoices and a hundred credit card transactions to increase company sales.
- Attended business meetings to maximize efficiency of licenses and products sold to consumers.
- Collaborated with a team of coworkers to set goals for each month to finalize reports for the quarters.

**Sparkling Image Car Wash** - Plantation, FL

May 2021 – August 2021

*Driver*

- Supervised and managed over 400 cars a day through the washing tunnel.
- Developed and maintained knowledge of all aspects of the parking lot in order to facilitate coworker's duties to provide members with the highest form of customer service.
- Enforced safety rules and regulations regarding the pandemic and the use of wearing surgical masks when conducting vehicles.

**Contender Claims Consultant** - South Miami, Florida

August 2019 – January 2020

*Licensed Public Adjuster – Door to Door*

- Completed 60 hours approved course in property insurance adjusting, Florida's laws and regulations for public adjusting.
- Supervised multiple house claims daily, with at least one successful claims process while developing external business relationships with loss adjusters.
- Communicated with over fifty clients on telephone or in-person to discuss claim reviews and audits designed to result in file resolution.

**Rhino International Distribution** - Hialeah, FL

June 2019 – August 2019

*Salesman/Distributor*

- Organized over a hundred packages of weekly arrivals at the distribution department to release products for sale.
- Promoted sales by engaging on trips in the different cities of South Florida to enhance profit opportunities within the company.

## **ACTIVITIES**

**Flamingo Gardens** - Davie, FL

November 2017- April 2019

*Cafe Assistant*

- Managed and operated the café.
- Arranged and managed seating and food placement for weddings.

## **SKILLS**

- Knowledgeable of Windows and Mac operating systems. Adept with Microsoft Dynamics, Excel, and PowerPoint
- Familiar with HTML, CSS and JavaScript.
- Proficient in writing, speaking, and reading Spanish and English.