LESLIE GUTIERREZ

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Office Assistant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION**

Bachelors Of Arts in Journalism with a Specialization in Public Relations and a Minor in Communication Studies, (anticipated 2015)

California State University, Long Beach –Long Beach Ca.

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**EXPERIENCE**

*Jesse’s Lawn Service*, Receptionist October 2011 – April 2012

Greet incoming visitors and callers; giving appropriate contact information, organizing agendas, data entry, and keeping track of pay role.

**INTERNSHIPS**

*RG Pacific web Marketing,* PR assistant September 2012- June 2013

I had the responsibility of Writing press releases, blogs, and updating information on websites

to gain leverage in the companies marketing schemes.

*Windows,* Marketing October 5- present

I was Responsible of marketing the new 8.1 windows program and meeting sales expectations for the day.

AOSA print, Marketing Intern August- present

Work with in the B-corp community to market our sustainable brand. Press releases, set agendas, and research prospective clients.

***Volunteer experience with (LPN) Latino Professional Network; Manage CEO’s guest list, in charge of gaining support of an audience of young professionals to attend the LPN events once a month.***

***Volunteer experience with ST. Baldrick’s foundation; executed an event in which I Helped fundraise $5,000 with the help of HSBA for children’s cancer.***

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**ACHIEVEMENTS/ACTIVITES**

*Hispanic Student Business Association*, Banquet Coordinator August 2012-May 2013

Executed an annual GALA event of 180+ people and had a recognized author and CEO DR. Yasminn Davidds be our keynote speaker. Handled $6,700 for this event and executed ideas and creativity to the planning Director of the Hotel Maya for our event.

*Hispanic Student Business Association*, Public Relations director August 2013-present

As a Public Relations Director for the HSBA my duties entail me to book rooms for the organizations meeting times and coordinate the meetings. Build relationships with outside professionals of corporations and have them attend our HSBA professional student meetings.

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**SKILLS**

Computer: Microsoft Office, PowerPoint, Excel, and Macintosh

Languages: English – Fluent, Spanish - Fluent

Honest, Detail Oriented, Strong organization Skills, Reliable, hard working leader, multi-task, easy to follow instructions, attention to detail, Organizational abilities to provide exceptional office support.