**ALAN D. HUERTA**

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Marietta, GA 30067

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**EDUCATION**

B.S. in Business Administration **Oglethorpe University** Aug 2013 – May 2017

Concentration: Marketing Minor: Spanish Atlanta, GA

College Prep High School Degree **Wheeler High School** Aug 2009 – May 2013

Marietta, GA

**CO-CURRICULAR ACTIVITIES**

**Latin American Association**

*Resource Development Intern* Aug 2016-Present

* Revamp Social Media
* Create marketing and promotional Items
* Host Events

**Hispanic Scholarship Fund Scholar Chapter** Aug 2013- Present

*Co-Founder and President*

* Leads and plans outreach events in the Hispanic Community
* Markets/Promotes education to and mentors Latino youths

**Reinaldo Landscaping** June 2012-Present

*Manager*

* Building and training teams
* Maintaining positive communications with clients
* Creating marketing content

**Disney College Program** Aug 2015- Jan 2016

*Fall Intern*

* Took part in Marketing Seminar and Hospitality and Guest services course
* Guest Relations Role for Magic Kingdom

**Oglethorpe University Center of Civic Engagement** Jun 2015- Aug 2015

*Summer Intern*

* Independently planned largest day of community service
* Organized a marketing plan for the Center of Civic Engagement

**Oglethorpe Programing Board/ Student Government Association** Aug 2013-May 2015

*Public Relations/Marketing Chair*

* Plan and execute events for the student body in teams
* Recruit entertainers and personnel for events
* Advertise and promote school events for the student body
* Committee Head

**SKILLS AND INTERESTS**

* Fluent/Native Spanish Speaker
* Familiar with Spreadsheets/Databases; Microsoft Office Suite, Access, Excel etc.
* American Heart Association CPR AED Certified
* Sales Experience
* Guest Service Experience
* Leadership Training
* Communication Skills
* Public Speaking