

# Alejandro Murguia-Ortiz

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(712) 301-7422

## Current Address

1141 E. College St.  
Iowa City, IA 52240

## Permanent Address

2100 Pierce St.  
Sioux City, IA 51104

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## Education:

*The University of Iowa*, Tippie College of Business  
B.B.A. Management, Business Analytics & Information Systems  
Fluent Languages: English & Spanish

Anticipated December 2016  
Credits Earned: 117  
GPA: 3.14/4.00

## Work Experience:

### **Public Outreach Specialist**, Pomerantz Career Center

July 2015

- Courteously contacted former students by phone to inquire about their post-graduate status
- Provided excellent customer service to each alumni and offered services that are available to them
- Served as a face of the University of Iowa's Pomerantz Career Center

### **Business Student Ambassador**, Business Student Ambassador Organization

May 2015 – Present

- Represented the Tippie College of Business at numerous collegiate events held at the University
- Interacted with students and families in order to recruit prospective students
- Kept up to date on news and updates regarding the Tippie College of Business

### **Resident Mentor**, Tippie Gateway – Tippie College of Business

June 2015

- Mentored prospective students by answering any Tippie and UI related inquiries
- Led a team of students to complete a business analysis presentation by providing support
- Coordinated ice breakers and team building exercises to create a community within the group

### **Accountant/Administrator**, The Iowa Soccer Club – Iowa City, IA

October 2014 – June 2015

- Maintained club finances using QuickBooks and prepared financial statements and budgets
- Made bank deposits, managed accounts payable/receivable, and authorized monthly payroll
- Filed State and Federal 941 Payroll Taxes and assisted with annual Form 990 tax return

### **Receptionist**, Alexis Park Inn & Suites – Iowa City, IA

September 2013 - October 2014

- Received hotel reservations for customers
- Negotiated prices with customers in order to earn maximum commission
- Accounted for and submitted my own commission earnings

## Leadership and Extracurricular:

### **President**, Multicultural Business Student Association

September 2013 - Present

- Coordinated networking events with business professionals
- Created and managed events for the school and ensured their success
- Lead weekly meetings to plan for future events

### **VP of Administration, Founding Father**; Zeta Beta Tau Fraternity

September 2013 - Present

- Enhance and enforce policies and procedures of the organization to improve the overall operation and effectiveness of the organization
- Assisted in the introduction and expansion of a new fraternity at the University
- Provided community service for the Iowa City area

### **Assistant VP of Finance**, Students Today, Alumni Tomorrow

September 2014 - Present

- Coordinated programs for the University of Iowa and the surrounding community
- Organized networking events with Alumni of the University of Iowa
- Raised funds for charity organizations and provided community service for the Iowa City area

## Software Skills:

QuickBooks    Adobe Photoshop    Adobe InDesign    Microsoft Office