



NICOLE JIMÉNEZ

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
STUDENT

WORK SUMMARY

AUDITOR ASSISTANT

Acromax Dominicana | June- July 2019

- Organizing paper work and book of accounts.
- Complete the reduction of taxes in payroll.

RECEPTIONIST

Acromax Dominicana | June- July 2019

- To serve the people who came to the company and the people who called for any company information.
- Kept a record of the consumption of food tickets through the Excel platform.

ACADEMIC BACKGROUND

UNIVERSIDAD IBEROAMERICANA

Bachelor of Business Administration | Septiembre 2019 - Present

I am in the first semester of the third year in the business administration program at the Universidad Iberoamericana with a cumulative GPA of 3.91. For the last year of the major, we can decide either to finish at Western Michigan University or Florida International University. In my case, I'm going to study at Florida International University with a concentration in Finance with a minor in accounting.

STATEN ISLAND COLLEGE

TOEFL Course | September 2018-December 2018

- A 5 month training for the TOELF exam. In this program I learned communication skills and writing skills.

COMUNIDAD EDUCATIVA CONEXUS

High School Degree | August 2014 - June 2018

- I studied four years of high school at this school. I got a good GPA every year, and got several recognitions. I participated in several contests both for debate and mathematics. My final GPA was 3.94.

PERSONAL PROFILE

I define myself as a creative, social, and responsible person who wants to work in the business environment. I feel comfortable working with numbers, and looking for solutions to adverse situations, as well as developing new business ideas. I have an artistic background that allow me to identify unique and creative ideas for the company.

CONTACT ME AT:



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SKILLS AND ABILITIES

- Communication skills
- Critical Thinking
- Creative
- Responsible
- Persistent
- Passionate in each work assignment
- Intermediate level of Excel
- Proper use of Word and PowerPoint
- Proper use of Canva, and Google Document and Slides.
- Ability to follow instructions and deliver quality results

REFERENCES

Paola Pichardo
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