

Ana Valencia Perez

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EDUCATION

UNIVERSITY OF COLORADO BOULDER

Boulder, CO | Aug 2023 – May 2027

- Bachelor of Science, **Business** – Leeds School of Business GPA: 4.0
- **Relevant Coursework:** Communication Strategy, Designing Your Leeds, Mathematical Analysis, Principles of Microeconomics

WORK EXPERIENCE

Vasima, *Secretary*

Denver, CO | Oct 2020 – Present

- Skillfully organized and led 50+ meetings, elevating communication within the organization.
- Maintained strong relationships with 200+ donors, 100+ volunteers, and key stakeholders.
- Secured vital funding through meticulous preparation and stringent compliance for financial stability.

Harkins Theaters, *Team Member*

Denver, CO | May 2022 – July 2023

- Collaborated with a team of 5 staff members meticulously clean and organize the theater, achieving a 20% improvement in overall efficiency.
- Proficiently operated POS system, serving 500 customers daily, ensuring exceptional food and customer service.
- Skillfully processed ticket sales, managed 100 phone inquiries, and addressed customer questions.

LEADERSHIP PROJECT

Homeless Support Initiative

- Distributed supplies to homeless for comfort and cleanliness, addressing immediate needs with essential products and hygiene items.
- Engaged in empathetic conversations, actively listening to homeless individuals' stories, fostering connection, and empathy.

CERTIFICATES

Entrepreneurship Certificate of Achievement

- Completed DSST Public Schools' Entrepreneurship Certificate program in 2023.

SKILLS

Languages: English (Native), Spanish (Fluent), French (Basics)

Technical Skills: Excel (VLOOKUPS, pivot tables, Conversion, Correlations), Python (Basics), SQL (Basics)

Interests: Drawing, Singing, Marvel, Animal Care Taking, Baking, Self-Care, Acting