

RUBEN A. MORALES

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- OBJECTIVE:** To utilize my education and strong administrative, interpersonal skills and experience, in a sales, sales support, marketing assistant or promotions setting while contributing to the company's success.
- EDUCATION:** New Jersey City University, Jersey City, NJ
Bachelor of Science in Business Administration May 2013
Concentration: **Marketing**
Minor: Latin American, Caribbean, and Latino Studies
GPA: 3.10/4.00
- PRESENTATIONS:** Academic PowerPoint presentations on: Adidas, Under Armor, Gap Inc., Macy's, And "The Borinqueneers"
- EXPERIENCE:** Sports Media 101, via internet
Jan-June 2012
Marketing Intern
- Developed and advanced promotions via social media, brainstorming and internet research
 - Expanded the company's site through online directories
 - Utilized resources such as social media and search engine optimization (SEO) to help expand the company and what it brings to sports fans
- 2004-2011
City of Jersey City, Jersey City, NJ
Account Clerk
- Processed vouchers for disbursement of payments to city vendors
 - Updated vendor balances to reflect disbursements made and remaining funds to be utilized
 - Developed a bi-weekly summary report of all payments made to vendors for submission to and review by the city clerk's office
 - Followed up on and researched payments not received by vendors and clients
 - Visited clients and vendors to determine that agreement existed on payments made and balances remaining
- 2002 - 2004
Northfork Bank, Jersey City, NJ
Bank Teller
- Deposited and distributed currency receipts and disbursement requests from customers
 - Recorded all transactions promptly, accurately and in compliance with bank procedures
 - Balance currency, cash and checks in cash drawer
- COMPUTERS:** Experienced in Windows XP, Vista & Windows 7. MS Word, Excel, PowerPoint, and Internet Explorer/Mozilla Firefox
- SKILLS:** *Communicate and listen well to others *Work effectively with others
*Organize well, responsible worker *Understand/follow detailed instructions
*Effectively coordinates people, information and task execution
- REFERENCES:** Available upon request