

Maria Duarte

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EDUCATION

Bachelor – International Food and Resource Economics

- University of Florida – College of Agricultural Life and Sciences. Gainesville, FL.
- Expected graduation date May 2015

Associates of Arts Degree – Business

August 2013

- Santa Fe College – Liberal Arts and Sciences/Liberal Studies, Gainesville, FL

WORK EXPERIENCE

Bananera Venezolana C.A., Yaracuy, Venezuela

Accounting and Operations Intern

July 2012 - August 2012

- Delegated the gathering, classification, and revision of evidence of the company's agricultural investment.
- Recognized for organizational and hospitality skills, improvement in systematic performance.

Santa Fe College, Gainesville, USA

August 2011 – May 2012

Unit Assistant

- Served as communication link between students and professors.
- Assisted teachers preparing their course material.
- Managed time efficiently and multitasked.

Franca, Caracas, Venezuela

Manager

February 2011 - August 2011

- Conducted and supervised quality control, transportation, employee performance and inventory.
- Setting and fulfilling organizational goals to maximize work.
- Managed to lower cost per unit from 42% to 36%, maximizing the company's profit.

EXTRACURRICULAR/LEADERSHIP ACTIVITIES

FUNDANA

Volunteer

Fall 2008 – Spring 2010

- Cared for orphan and/or abused children and organized activities.

DoctorYaso

Volunteer

Fall 2008 - Spring 2009

- Led the team and organized events and activities.
- Provided physiological help for children who had undergone surgery and were dealing with serious diseases.

ACTIVITIES/AWARDS

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|-----------------------------------|--------|-------------------------|
| ■ Dean's List at Santa Fe College | Award | Spring 2013 |
| ■ Colegio Mater Salvatoris Honors | Award | Spring 2010 |
| ■ Model United Nations | Member | Fall 2008 – Spring 2010 |

SKILLS

Language: Spanish and English.

Computer: MS Office, Graph, Derive6, and Photoshop.