

Dayron Estevez

7075 West 2nd Way Hialeah, Florida 33014

(786) 693-0867

dayronestevez@gmail.com

Education

University of Florida: Warrington College of Business

Gainesville, FL

- Overall GPA: 3.32
- Bachelor of Science in Finance with a Minor in Entrepreneurship
- Dean's Honor List

Experience

Quantum Insurance P&C (May 2014-August 2014)

Miami, FL

Student Intern

- Analyzed potential clients and matched them to corresponding insurance policies
- Quoted insurance policies for automobiles, houses, businesses, and boats
- Maintained and updated files for clients and prospective clients
- Miscellaneous tasks such as phone inquiries, data entry, and prepared mailings

Animal People (February 2014-May 2014)

Gainesville, FL

Student Volunteer

- Aided in the adoption of cats and dogs in the local area in collaboration with PetSmart
- Helped raised over \$2,500 with collaborations from local privately owned businesses

Alfred A. McKethan Stadium (Spring 2014)

Gainesville, FL

Concession Stand Employee

- Managed the inventory levels and kept track of the outflow and inflow of products
- Developed a chain of command within a small group
- Handled the cash flow of sales made

Law Office of Alberto Carrero, P.A. (June 2013-August 2013)

Aventura, FL

Office Assistant

- Managed files and answered calls
- Developed customer service and organization skills

ABAD Promo (May 2012-August 2012)

Miami, FL

Sales Representative

- Assisted customers with placing orders and making payments

Skills

Languages

- Fluent in Spanish

Technology

- Proficient in Microsoft Office
- Certified Microsoft Office Specialist in Excel and Access 2011