

Edison Villamarin

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Education

Warrington College of Business Administration, University of Florida

August 2012 – May 2014

Bachelor of Science in Business Administration – Information Systems & Operations Management (ISOM)

GPA: 3.57/4.00

Major GPA: 3.97/4.00

Professional Experience

Project Management Intern, *Contemporary Stone Work, Inc., Sarasota, FL*

May 2013 – July 2013

- Reviewed and assessed various project proposals based on time frame, funding limitations, procedures for accomplishing the project, staffing requirements and allotment of available departmental resources for proper resource allocation on each project
- Verified payment for all completed projects while keeping them on track and on budget, prepared reports for management and identified/scheduled project deliverables and milestones
- Directed and coordinated project personnel to ensure fulfillment of high quality standards, timely completion, and procedures for project reporting and documentation

Finance & Accounting Intern, *Interfruit S.A., Guayaquil, Ecuador*

January 2012 – July 2012

- Applied Microsoft Excel spreadsheet techniques in order to input/organize cost information efficiently, resulting in significant savings to the company
- Worked mainly with balance sheets in a timely and efficient manner and was very effective in identifying errors quickly and taking corrective action, resulting in cost reductions to the company

Leadership & Development

Florida Business Leadership Society, *Marketing Director*

August 2013 – December 2013

- Coordinated and promoted FBLS through social media, flyers and campus events which successfully led to significantly higher club meeting attendance rates and the integration of new members to our business society

Teaching Assistant, *Principles of Management MAN3025*

January 2013 – April 2013

- Assisted students during office hours, for two class periods every week, on one-on-one sessions and through e-mail with all their concerns about grades and course material, and made point on following up later on to see how they were doing

Day of Difference, *Junior Achievement*

October 2012

- Taught 5th graders several business subjects, ranging from entrepreneurship to the importance of global business, and served as a role model for students by explaining business concepts in terms of my own knowledge and experiences

CAS Program, *Guayaquil, Ecuador*

January 2009 – November 2010

- Mentored homeless children and illiterate adults with scarce resources how to perform basic math and reading, with the purpose of contributing to their education

Skills

- Intermediate knowledge and implementation of Java, C#, SQL, and Objective-C programming languages
- Proficient with MS Office
- Completely fluent in both English and Spanish
- Excellent verbal and written communication skills