

Contact

www.linkedin.com/in/carolina-dominguez-89751192 (LinkedIn)

Top Skills

Microsoft Office

Microsoft Word

Public Speaking

Languages

English (Native or Bilingual)

Spanish (Native or Bilingual)

Carolina Dominguez

Administrative Assistant at Southern California Municipal Athletic Federation (SCMAF)

Long Beach

Summary

I am a graduate at California State University at Long Beach majoring in International Business. International Business is a very broad major where I have learned marketing, finance, management, accounting, and human resources; which is why I chose this major because I could work in any business related job.

In addition, at the university and at my previous jobs, I have demonstrated my ability to be on time and finish my assignments in a timely manner. Furthermore, my involvement in student organizations has strengthened my ability in communication, teamwork, and leadership skills. Due to my involvement as a board member of different positions in student organizations, I feel comfortable with leading a numerous group of people; as well as following directions and rules set by superiors.

I would very much like to be part of a company that would appreciate me and further my education in business.

Experience

Asa Products Inc. (Mobo Cruiser)

Ecommerce Coordinator

October 2018 - June 2020 (1 year 9 months)

Southern California Municipal Athletic Federation (SCMAF)

2 years 2 months

Administrative Assistant

March 2017 - October 2018 (1 year 8 months)

South El Monte

- Designed, created, and analyzed monthly membership reports for the executive board using Excel and Sage 50.
- Assisted and designed material for marketing campaigns, as well as updated the organization's website and assisted with social media to increase our memberships.

- Provided excellent customer services and assisted with processing class and sports insurance claims.
- Assisted with shipping sports merchandise to our customers using UPS WorldShip and helping our customers browse our website to purchase merchandise.

Project Services Coordinator

September 2016 - February 2017 (6 months)

United States

- Assisted with insurance, membership, and team registration applications by providing excellent customer service.
- Designed and created monthly membership reports for the executive board using Excel.
- Created invoices and managed accounts receivable using Sage 50 Software.

Scatola del Tempo, USA LLC

Executive Assistant To Chief Executive Officer

January 2017 - August 2017 (8 months)

Los Angeles, CA

- Planned and scheduled office meetings and executive video conferences.
- Created documents and arranged shipments overseas.
- Managed inventory of assets in the US Subsidiary and directly contacted customers and suppliers.

GMA Consulting

Administrative Assistant

June 2016 - February 2017 (9 months)

Los Angeles, CA

- Created documents using Words and typed, edited, and proofread documents for spelling accuracy and design.
- Planned and scheduled office meetings and personal meetings.
- Created reports and monitored expenditures using Excel and paid office utilities.

ED Constructions

Administrator Assistance

June 2014 - August 2014 (3 months)

San Jose del Cabo, B.C.S. (Mexico)

Seasonal job

- Designed and created weekly and monthly spending reports using Excel.

- Reviewed construction procedures; such as construction licenses and building permits.
- Managed inventory and ordered supplies such as construction materials.

Wimpy's Seafood Market

Sales Associate

June 2013 - November 2013 (6 months)

Osterville, MA

My responsibilities as a sales associate were to be responsible for opening and closing duties, including sales reports. I also assisted with customer service in person and by phone, and I assisted with promotional ideas and product purchase.

Wimpy's Seafood Cafe

Server

June 2013 - November 2013 (6 months)

Osterville, MA

As a server, I had to provide great customer service; as well as, effectively communicate with the kitchen staff regarding customers' orders, and trained and mentored new wait and host staff.

The Riverway Lobster House

Server / Bar purchaser

June 2011 - August 2013 (2 years 3 months)

South Yarmouth, MA

I had several positions at this restaurant, as a server, bar purchaser, bar backer, hostess, and even positions in the kitchen. The Riverway Lobster House is a huge restaurant located in the tourist area of Cape Code where the kitchen staff would make about 1,000 dinner meals a day. Some of my responsibilities other than place accurate orders and provide good customer service were to serve and translate to international customers. I was also responsible for doing inventory and order items for the bar, server station, and kitchen area.

Education

California State University-Long Beach

Bachelor's Degree, Business Administration and Management,

General · (2014 - 2017)

East Los Angeles College

Associate of Science - AS, International Business · (2011 - 2014)