

# Andrea Uribe

[andrea.uribe2@gmail.com](mailto:andrea.uribe2@gmail.com) | (541) 602-9818 | 1959 E street NW, Washington D.C. 20052

## EDUCATION

### **The George Washington University**

*International Affairs and Political Science- Bachelor of Arts*

- Concentration in Economic Development

Washington, DC

GPA: undefined

Expected graduation: May 2019

### **Rotary Youth Exchange**

*International Exchange Student*

- Proficient in reading, writing and speaking in English, Spanish and French

Charleroi, Belgium

August 2014-July 2015

## WORK EXPERIENCE

### **Department of International Trade**- Washington, DC

*Internship*

October 2017-January 2018

- Conducted research on global market trends using LexusNexus to match U.S. Trade Department opportunities to emerging market economies
- Gathered data on U.S. Trade Department exports on goods and services to develop benefits for foreign countries benefiting from USTDA funding
- Prepared background checks and brief materials for USTDA personnel and potential presidential award winners
- Assist with planning and preparation for meetings and outreach with USTDA partners

### **Alpha UMI LLC** – Tarpon Springs, FL

*Internship*

March 2017-June 2017

- Composed curriculum with instructors, scientists and psychologists for educational tools for include high school, higher education, young professionals and the military
- Consulted by clarifying a millennial perspective on a multigenerational workforce within the new age workers
- Proof-read marketing material and gave input on marketing strategies

### **The Office of Congressman Bilirakis** – Tarpon Springs, FL

*Internship*

April 2017-June 2017

- Researched and performed data analysis on the impact of healthcare reform for the local constituents
- Assisted with administrative tasks such as phone calls, photocopying and filing
- Corresponded with over 500 local constituents about veteran affairs, healthcare and other legislative issues

### **Salamander Resorts, Innisbrook** – Palm Harbor, FL

*Front Desk Reception, Salamander Spa*

March 2016-March 2017

- Oversaw scheduling of spa services, offering alternatives with scheduling issues with clients, therapists and managers
- Serviced bank operations including cash handling
- Engaged with clients using clear and professional language to uphold the highest company standards
- Kept confidentially of proprietary information of clients and employees

### **Rotary International** – Corvallis, OR/Belgium/Tarpon Springs, FL

*Rotary Youth Ambassador, Interact President, Rotaract Member*

August 2012 - Present

- Represented the United States as a Rotary Youth Exchange Student
- Started a sanctioned Rotary Interact Club
- President of a club that grew membership from 0-28 in one year

## INTERNATIONAL EXPERIENCE

- Confident and considering in differing perspectives and cultural boundaries of various European and South American cultures
- Able to communicate and lead effectively through language and cultural barriers

## PROFESSIONAL QUALIFICATIONS AND SKILLS

- Shadowed Dr. Cynthia Johnson at the Pinellas County Economic Development Center
  - Gained knowledge of business planning, disaster mitigation, operations management, and government contracting
- Responsible for making important decisions and solving problems during five years of Rotary involvement
- Highly organized
- Executes event planning to run competent and efficient projects
- Demonstrates strong verbal and negotiating techniques through a collaborative team-player attitude and interpersonal and communication skills
- Consistent positive working relationships with others
- Computer: Microsoft Word, PowerPoint, Excel, Google Documents
- Social Media: Twitter, Facebook, Instagram
- Interests: backpack traveling, vegetarian cooking, discovering places of interest in D.C. and abroad