***Julianna Alberto***

425 Lionstone Dr Apt i (719) 659-9703

Colorado Springs, CO 80916 julianna.alberto@hotmail.com

**QUALIFICATION SUMMARY**

Attentive to Details Enthusiastic Strong Work Ethic

Works well in teams Hard Working Quick Learner

**EDUCATION**

Northern Arizona University W. A. Franke College of Business Flagstaff, Arizona

Bachelor of Science in Business Administration May 2012

Major in Marketing

**EXPERIENCE**

**AddStaff Temporary staffing agency** August 2012 – Present

Synthes

ͽ Packaging medical nails

ͽ Material Handler/ Order Processer

Fill orders throughout warehouse

Colorado Springs Airport – Skilled Maintenance Supply

ͽ Custodial work throughout airport, maintaining cleanliness

**T-Mobile USA** June – July 2013

Technical Support Specialist

ͽ Provided technical support to T-Mobile customers via telephone

**Wyndham Flagstaff Resort;** May 2011 – July 2012

Bear Paw Recreation Center Assistant Manager + Activities Director

ͽ Served customers food and coffee & smoothie beverages, maintained cleanliness of building, ensured guest satisfaction through various activities

**Office Max** Dec 2010 – Feb 2011

ͽ Cashier

**Lockheed Martin Internship at CMAFS** June – August 2009

ͽ General administrative work in various work centers throughout CMAFS

Attained Secret Security Clearance

**Adventure Golf** May – August 2008

Front Desk/Cashier

ͽ Cashier, Upkeep of batting cages, general maintenance of golf course, customer service

**ACHIEVEMENTS**

ͽ Received “Employee of the Month” 4 out of 13 months, and several positive comments

ͽ Received ‘High Professionalism Status’ from the W.A. Franke College of Business at Northern Arizona University

**VOLUNTEER**

ͽ Acted as a consultant for a self-employed massage therapist

**PROFESSIONAL MEMBERSHIPS**

ͽ Delta Sigma Pi – Professional Business Fraternity

**SKILLS**

ͽ Directing and coordinating activities under pressure

ͽ Experience creating many sorts of schedules