

Denise Gallardo

◇ 7552 Elliot Rd. ◇ Jonesboro, GA 30236 ◇ (404) 482 – 8293 ◇ denise.gallardo1@gmail.com

OBJECTIVE

Obtain a full-time position with AT&T, where my acquired skills in content management, project management, and business intelligence will be utilized toward continued growth and advancement.

WORK EXPERIENCE

AT&T, Atlanta, GA

January 2014 – Present

Specialist - Data Analysis

- Content Manager and operations support for a real time analytics and targeting platform
- Collaborate with clients to develop content targeting requirements and ensure client requirements are implemented and maintained.
- Develop reports and analyze data in order to optimize content performance and sales.
- Continuously assess content processes and user experiences to improve quality and outcomes between multiple teams.

AT&T, Atlanta, GA

June 2013 – December 2013

NETREX Student Intern - Technical I

- Led a team to develop an automated system to measure technician compliance.
- Assess project issues and identify solutions to meet productivity, quality, and requirements.
- Gather, analyze, and display vast amounts of data.
- Analyzed different business process to better improve their efficiency.

VOLUNTEER EXPERIENCE

Atlanta Humane Society, Atlanta, GA

August 2016 – Present

- Groom and walk animals
- Interact with the public and share AHS missions
- Processes paperwork for new animals
- Logistics support for special events

AT&T HACEMOS-Atlanta, Atlanta, GA

March 2016 – Present

VP Historian

- Maintain archives containing information on the chapter and the National HACEMOS organization
- Coordinate with the membership and all of the committees of the chapter to procure or make arrangements for collecting material
- Maintain records of the participants and hours worked for the various activities
- Deliver monthly volunteer hour reports

AT&T HACEMOS-Atlanta, Atlanta, GA

June 2014 – March 2016

Director of Volunteer Coordination

- Maintained records of the participants and hours worked for the various activities
- Develop reports that display volunteer hours in order to share and assess

EDUCATION

Georgia State University, J. Mack Robinson College of Business, Atlanta, GA

Bachelor of Computer Information Systems, December 2013

SKILLS

- Microsoft Office (Word, PowerPoint, Excel, Access, Visio, Publisher)
- Analytical, problem solving, adaptability, time management, critical thinking, creativity, team work
- Fluent in Spanish