

ESTEFANIA P. LANDAZURI

Cell phone: 786 452 6124

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Education:

Ai Miami International University of Art & Design
Bachelor of Arts in Graphic Design

Expected Graduation 2014

Professional Experience:

Nicolle's Party Rental

10/15/2009 to 05/25/2010

Salesperson

- Performed company inventory
- Assisted customer with sales and followed-up on orders
- Prepared quotes for customers
- Schedule delivery and pick up of equipment

Let Medical Systems Corp, Miami Lakes FL,

06/01/2010 to 09/15/2011

Operations Manager

- Bookkeeping, QuickBooks, AR/AP
- Manage Company schedule to meet daily Goals.
- Prepare Invoices, Purchase Orders, and prepare estimates for potential clients
- In charge of Logistics
- Keep office organize and presentable
- Order office supplies
- Customer Service
- Supervise employees work
- Assign daily duties

Latin Connect Services

3785 nw 82 ave Suite 201, Miami, FL 33166

- Plan weekly marketing strategy
- Open new Whole Sale Accounts
- Customer Service
- Prepare brochures and flyers for weekly product specials
- Open market in South America

Naftali Inc.

20432 NE 16th Place Miami, FL 33179

Administrative Assistant-Sales Admin

11/28/2011 – 01/2012

- Data Entry
- QuickBooks, sales orders, invoicing, estimates, purchase orders
- Sales Reports
- Organize Whole Sale and Retail accounts
- Opening new accounts
- Customer Follow-Up
- Event Organizer (Worked with the "Today Show")
- Organize VP of Sales schedule and meetings
- Blast emailing potential clients
- Catalogs, brochures with Illustrator CS5

- Costumer Service

Trazos Art Academy

Wynwood-Design District at Play In
Jumping Jelly Beans, Hallandale Beach Blvd
Peek a Boo, Aventura Fl

Art Teacher

Part Time

04/1/2012 - Present

- Work with children ages 3 – 8 years old
- Introduction to Art
- Summer Camp

Home Depot

Store 251 at North Miami Beach, FL 33162

Costumer Service Rep – Cashier

Part Time

04/16/2012 - Present

- Cashier
- Costumer Service
- Assistance in different departments

Skills: Computer skills: Excel, Word, Power Point, Outlook, QuickBooks; PHOTOSHOP AND ADOBE ILLUSTRATOR.

Personal Skills: Leadership skills, team work basis, costumer attention, ability to multi-task, positive communication skills, accurate typing skills, etiquette skills, patience, calm, sociable, problem solver.

Languages: Bilingual English-Spanish

Honors/Awards:

Phi Theta Kappa Honor Society

2010 to Present

REFERENCES:

OSWALO GUIO – LET MEDICAL SYSTEMS

786-514-2311

786-256-2838

GERMAN NARANJO

786-525-9961

786-203-7876

CAMILO DIAZ

305-299-7656

786-470-5486

MIRIAM HERNANDEZ

786-4785760

CARLOS RIVERA

786-439-8036

OPEN FOR BACKGROUND CHECKS.