GUILLERMO GARCIA

(407) 924-5806 │ guillegarcia0107@gmail.com │

PROFILE SUMMARY

Motivated bilingual (English and Spanish) professional with strong analytical and interpersonal skills who is seeking a position that will challenge his skills to take them to the next level.

EDUCATION

The University of Central Florida, Orlando, FL   **May 2018**
Bachelor of Science in Integrated Business

PROFESSIONAL EXPERIENCE

Royal Caribbean Cruises Ltd. – Miami, FL   **October 2018**
Benefits and Wellness Admin.
- Booked and reserved cruises for employees through different systems.
- Created quarterly reports for international offices for tax purposes.
- Assisted in the process of enrollment for benefits and wellness programs.
- Cooridanted the recognition of award winning employees.

HBO Latin America – Miami, FL   **June 2018 – August 2018**
Human Resources Intern
- Developed dashboard with HR key performance indicators.
- Prepared detailed analysis and presentation on gender pay equity, including bonuses and incentives.
- Provided other analytical assistance with other HR initiatives.

Prospera USA – Orlando, FL   **October 2016 – June 2018**
Business Development Specialist
- Supervised the internship program developed by the organization
- Assisted business owners in the opening/developing their business by providing quality consulting
- Effectively coordinated the participation of different agencies in educational programs.

Venberage, LLC – Miami, FL   **July 2015 - August 2015**
Trade Marketing Intern
- Researched the Hialeah and Doral area for potential customers
- Assisted in the sales process between manufacturer and retailer
- Supported in the evaluation of retailer's value of the product

PROJECTS & AWARDS
Scottrade - Challenge Winner   **February 2016**
- Submitted proposal to Scottrade for a project - "How can we integrate social media into the trading and investing process?"
- Captain Award 4th Quarter - Royal Caribbean Cruises Ltd.

SKILLS AND INTERESTS
Advanced skills in Excel, PowerPoint, Prezi, AS400, great public speaking skills English and Spanish.
Programming Skills: Proficient in HTML, CSS and JavaScript.