

number

website

email

NAME

CAREER OBJECTIVE

Motivated university student graduating June 2025 with a Bachelor of Business Economics and a minor in Finance. Seeking a business internship to apply academic insights to real-world challenges, enhance practical skills, and contribute effectively to a dynamic team. Eager to leverage strong leadership and grow professionally.

RELEVANT COMPLETED COURSES

- Business Finance
- Principals of Accounting
- Business and Org leadership
- Managing Healthcare & Life Sciences
- Data Analytics
- Microeconomics
- Macroeconomics

KEY SKILLS

- Fluent Spanish
- Excellent listener
- Friendly and courteous
- Attentive to detail
- Planning and Organization
- Multitasking abilities
- Solid verbal and written communication
- Excel
- PowerPoint
- Google Slides/ Docs

EXPERIENCE AND INVOLVEMENT

Filing Clerk

Lifelong Learning
2022

Organized and archived records, maintaining efficient filing systems. Facilitated data distribution and retrieval for seamless departmental operations. Uploaded digital files and data, ensuring accuracy and accessibility of information.

Women in Business

University of California San Diego
2022-present

Nueva Herencia Club

University of California San Diego
2023-present

Chi Omega Sorority

University of California San Diego
2023-present

EDUCATION

Bachelor of Science in Business Economics

Minor in Finance

University of California San Diego
Expected June 2025