

# Laura A. Lara-Amaya

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## OBJECTIVE

Self-motivated Business Finance and Management Information System major seeking internship opportunities to jumpstart a career in finance and technology services. Seeking a role requiring the demonstration of technology and finance principles, attention to detail, and working in a team environment.

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## SKILLS

- Fluent in Spanish (read, write, and speak)
  - Microsoft Word, Excel, PowerPoint; Internet research skills
  - Amadeus Reservation Software
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## EDUCATION

**Bachelor of Science in Business Administration: Management Information System** **June 2020**

The University of North Carolina at Charlotte, Charlotte, NC

GPA: 3.85

**Bachelor of Science in Business Administration: Finance** **Dec 2019**

The University of North Carolina at Charlotte, Charlotte, NC

GPA: 3.85

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## WORK EXPERIENCE

### Insurance Agent

Agencia Las Americas Travel Agency and Tax Services, Hickory, NC

**Aug 2018 - April 2019**

*Full-time, weekdays*

- Helped clients obtain the right insurance coverage to meet their needs
- Offered exceptional customer service to each individual client
- Communicated effectively with a diverse clientele
- Composed financial reports
- Worked with Members Insurance Company & Universal Insurance Company

### Office Assistant

Agencia Las Americas Travel Agency and Tax Services, Hickory, NC

**Aug 2014 - August 2018**

*Full-time, weekdays*

- Prepared personal income taxes for clients
  - Performed translation services specifically of documents
  - Booked airfare and vacation packages as a travel agent professionally trained with the Amadeus Reservation Software
  - Notarized documents as a public notary
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## CERTIFICATIONS

- Property and Casualty Insurance License, Charlotte, North Carolina **Oct 2016**
- Life Insurance License, Charlotte, North Carolina **Jun 2017**
- Notary Public, Hickory, North Carolina **Jan 2015**