

Gerardo Lucena

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EDUCATION

Michigan State University, Broad College of Business, East Lansing, MI

Expected December 2020

Bachelor of Arts, Supply Chain Management

Minor in Information Technology

Cumulative GPA: 3.4/4.0, Supply Chain Management GPA: 4.0/4.0

WORK EXPERIENCE

Fall Business Institute, MSU, East Lansing, MI

Sept. 2019

Program Assistant

- Coordinated with 6 Conference Assistants to plan professional development activities for 45 students
- Facilitated the development of the program, ensuring its success in professionally developing 45 students
- Administered an effective communication method between 8 staff members, significantly reducing lag time between events
- Promoted inclusion of all 45 program participants and identified students needing special support

Native American Business Institute, MSU, East Lansing, MI

June 2019

Conference Assistant

- Guided and influenced 36 Native American high school students to pursue higher education and its benefits
- Directed a team of 6 students and encouraged teamwork, leadership, professional development, and networking skills
- Assisted program coordinator with managing larger group and addressing needs and concerns of participants
- Oversaw and advised 6 participants while they created a weeklong project on a Fortune 500 company, General Motors

Fall Business Institute, MSU, East Lansing, MI

Sept. 2018

Conference Assistant

- Instituted a positive rapport with all 5 team members, creating a successful and hardworking team
- Collaborated with 6 Fortune 500 Companies, strengthening Multicultural Business Programs' connections
- Mentored a group of 40 incoming freshman, serving as a role model for student success at Michigan State University
- Developed the business mindsets of 5 participants to execute a professional presentation on a Fortune 500 company

OTHER EXPERIENCE

Native American and Hispanic Business Students, MSU, East Lansing, MI

April 2019 – April 2020

President

- Responsible for the management and support of 2 Vice-Presidents over the course of the academic year
- Oversaw the creation and development of 10 general membership meetings, 3 community outreach events, and other events
- Provided direction and mentorship to 8 executive board members, all NAHBS membership (20-30 Students), and students of MBP
- Devised a professional development opportunity for 80+ students to network with 10 Fortune 500 companies

Native American and Hispanic Business Students, MSU, East Lansing, MI

April 2018 – April 2019

Treasurer

- Reconciled financial reports monthly and reported to the organization for further review, as well as documenting records
- Formulated proposals for funding sources and assisted 8 executive board members in planning budgets for the academic year
- Optimized record system by creating an electronic database to manage records, significantly reducing overall paper waste
- Allocated organization's funds to save \$3,000 to carry over for the following academic year due to strategic budgeting

LEADERSHIP/ACTIVITIES

Dean's List, Michigan State University

Spring 2018; Summer 2018; Spring 2020

2nd Place, KeyBank Leadership & Creativity Undergraduate Student Symposium Case Competition

Nov. 2019

Recipient, Certification in Advanced Google Analytics, Google

June 2019 – June 2022

2nd Place, Native American and Hispanic Business Students Professional Development Dinner Case Competition

Spring 2019

Membership Chair, Native American and Hispanic Business Students

Aug. 2018 – Jan. 2019

Secretary, Native American and Hispanic Business Students

Dec. 2017 – April 2018

1st Place, Target Campus Grants Case Competition

Fall 2017

Participant, Summer Business Institute

Summer 2017

SKILLS

Analytical/Programming Software – Arena Simulation, CSS, Google Analytics, HTML, Python, R Studio, Tableau, VS Code

Languages – Spanish (Advanced), French (Novice)

Microsoft Office – Access, Excel, PowerPoint, Word