

# Maria A. Galindo

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## EDUCATION

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### University of Florida, Gainesville, FL

Dual Degree

May 2014

- Bachelor of Science in Business Administration – Economics
- Bachelor of Science in Journalism

Overall GPA: 3.6/4.0

### St. John's University, Rome, Italy

- UF in Rome Study Abroad Program

August 2012 – December 2012

## EXPERIENCE

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### University of Florida College of Medicine, Gainesville, FL

Intern

August 2013 - Present

- Assisted in the development of portfolios tracking student cross-disciplinary performance in the college's efforts to make the medical program one of the best in the country
- Developed management skills by using Appreciative Inquiry techniques in presentation of the portfolio development project in order to gain support from faculty and students

### Asencorex, LLC, Miami, FL

Intern

June 2013 – August 2013

- Created cost-management report detailing the company's fixed costs of about \$20,000 per month, profit margin of 30% and average amount of working capital needed to support its new clients
- Developed analytical and international trade knowledge by managing and creating import and export documents for daily air shipments to El Salvador for supply chain management solutions firm and non-vessel operating common carrier
- Coordinated efforts with supply chain personnel at the company's agent office in El Salvador to ensure communication, cost savings and efficiency in delivery of goods

### The Independent Florida Alligator, Gainesville, FL

Contributing Writer

September 2011 – April 2012

- Developed ability to work accurately and diligently under pressure by reporting on stories under a tight, often same-day deadline
- Improved communications skills by working as a reporter, covering campus events for the largest student-run newspaper in the nation with a readership of over 52,000

## LEADERSHIP

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### Freshman Leadership Council, University of Florida Student Government Agency, Gainesville, FL

Marketing Executive Director

May 2013 - Present

- Led a team of 14 people in planning recruitment efforts targeting more than 6,000 freshmen for one of the most prestigious student organizations in the University of Florida, with an acceptance rate of 7%
- Devised publicity strategies to promote organization membership and event attendance, resulting in a 73% increase in applicants

Director of Programming for Outreach Division

July 2011 – May 2012

- Designed leadership development workshops for University of Florida freshmen as part of a cabinet designed to provide personal, professional and leadership growth to the UF freshman class
- Spearheaded advertising strategies, which increased membership from 15 to over 100 members in three months

### University of Florida Hispanic Heritage Month, Gainesville, FL

Forum Director

April 2011 – October 2011

- Led event-planning activities for a student forum on cultural, political and social issues, part of a month-long celebration of Hispanic culture
- Collaborated with a team of 15 directors to coordinate marketing and fundraising efforts for the largest student-run Hispanic Heritage Month celebration in the country, with a budget of over \$70,000

## AWARDS & AFFILIATIONS

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- **Golden Key Honor Society**, Invited to join honors organization recognizing academic excellence
- **UF Presidential Gold Scholarship**, Recipient of a \$12,000 merit scholarship awarded to high-achieving students

## SKILLS

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- **Languages:** Spanish (fluent), Italian (conversant)
- **Computers:** Microsoft Office, Adobe Creative Suite, HTML coding, Magaya Supply Chain Software