

Jerald Kyle V. Alba

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EXECUTIVE SUMMARY

Bilingual (English/Tagalog) student pursuing a Finance major at the University of Central Florida with the ability to successfully network and build relationships with others which in turn will benefit in the long run. Accomplished and hardworking with 2 years of experience in customer service. Proven success in managing multiple tasks and ensuring final project is on time. Passionate about data analysis and assisting individuals in making critical financial decisions.

EDUCATION

University of Central Florida

December 2025

Bachelor of Science and Business Administration, Finance

Cumulative GPA: 3.8

Relevant Coursework: Qualitative Business Tools | Principles of Managerial Accounting | Principles of Financial Accounting | Computer Fundamentals for Business

EXPERIENCE

McDonalds – Gulf Breeze, FL

May 2021 – July 2021

Crew Member

- Utilized communication skills to take accurate orders and correctly serve customers
- Worked effectively with others to ensure efficient operations and high standards of customer service during high-volume rushes
- Develop and use critical thinking skills when callouts occur and schedule changes are required

Domino's – Gulf Breeze, FL

October 2019 – June 2020

Insider

- Switched positions regularly, showing versatility and familiarity within the workplace
- Greeted customers and handled payments using Point of Sale system
- Assisted in closing restaurant and ensured a clean and sanitary working environment through frequent sanitizing
- Gained leadership experience by serving as a team-lead and delegating tasks to others

LEADERSHIP & PROFESSIONAL DEVELOPMENT

ALPFA UCF (Association of Latino Professionals for America) - Orlando, FL

Active Member

August 2022 – Present

- Attending weekly chapter meetings and networking with Fortune 500 companies to expand professional network
- Further developing meaningful relationships and setting career goals
- Utilize workshops to gain skills in Microsoft Office and exposure to relevant programs and software

SKILLS

Languages: English, Tagalog (Filipino)

Platforms: MS Excel (Pivot Tables), MS Word, MS PowerPoint, Canva