

# YENERLY ALICEA ECHEVARRIA

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## EXECUTIVE SUMMARY

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Currently majoring in Business Management at the University of Central Florida. Have over 2 years of experience in the retail customer service industry and more than 3 months of management experience. Proven ability to handle groups of 2-10 employees in high-stress environments while also focusing on completing tasks. Trained in various forms of Point-of-Sale systems, certified in Microsoft services, trained manager, and well equipped to handle money in large sums.

## EDUCATION

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**University of Central Florida**, Orlando, FL

**May 2024**

Bachelor of Science in Business Administration, Management

Cumulative GPA: 3.6

## RELEVANT COURSEWORK

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- Computer Fundamentals for Business
- Principles of Financial Accounting
- Business Law 1
- Principles of Management
- International Relations
- Principles of Economics – Macro and Micro

## PROFESSIONAL EXPERIENCE

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**Aeropostale** – Ocala, FL

**November 2020 – August 2022**

Part Time Supervisor

- Oversaw a team of 1-6 employees focused on sales goals, hourly results, proper customer servicing, and accurate recovery
- Counted, sealed, and transferred money between 4 registers and 1 safe during morning and night shifts
- Traveled to various locations to train, merchandise, and handle other employees and shipment
- Trained new employees and managers
- Conducted various forms of cleaning tasks including mopping, sweeping, sanitizing, and organizing
- Organized various forms of shipment and merchandising within multiple stores and teams
- Worked with all types of customers throughout high-peak times on any issues that occurred

## ACADEMIC PROJECTS

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**Yearbook**

**August 2019 - May 2022**

Graphic Design, Interviewing Abilities, Photography, and Leadership

- Editor-In-Chief for 2 consecutive years; led the team through different ideas, projects, and abilities to complete tasks
- Participated in 3 years' worth of interviews, photography skills, and worked with teams of 20 students to complete the school's yearbook
- Designed, edited, and created 2 complete yearbooks by using graphic design techniques, teamwork, and social skills

## VOLUNTEER EXPERIENCE

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- **Family Life Church**

**August 2018 – July 2021**

## ADDITIONAL INFORMATION

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- **Fluent in English and Spanish, Beginner in American Sign Language**
- **Certifications/Computer Skills in Microsoft: Excel, Power Point, Word, and Outlook**