

Maria Jose Ramos

Finance and Marketing

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Experience

BILLING SPECIALIST

AEG Fuels

Miami, FL – March 2017-Present

- Promptly process and send invoices to over 1,500 customers
- Maintain strong communication with customers
- Pay vendor invoices in a timely manner

JUNIOR DIRECTOR

Roaring Concepts Internship

Miami, FL – 2016- 2017

- Oversee 3 project managers to ensure deliverables are ready by deadlines assigned
- Maintain relationships with clients during the services period
- Generate leads and secure prospective clients

OFFICE MANAGER

Jaguar Therapeutics

Pinecrest, FL – July 2016 – March 2017

- Successfully organized the grand opening event catered for over 100 people in under a week
- Oversaw daily operations of clinic including the development of new marketing strategies
- Created financial statements for CEO on a monthly basis

PORTFOLIO MANAGER

AEG Fuels

Miami, FL – November 2015 – July 2016

- Worked directly with clients and sales representative internationally to maintain client satisfaction
- Consulted with Director of credit on risk of potential clients
- Monitored an international portfolio of over \$10M

Education

BA MARKETING AND BA FINANCE

Florida International University

Miami, FL – Fall 2018

Affiliations

AMERICAN MARKETING ASSOCIATION

Florida International University

Miami, FL

ALPHA KAPPA PSI

Florida International University

Xi Sigma- Public Relations and Rituals Committees

MANGO HACKS

Florida International University

Board Member – Marketing, Finance and Logistics Guru

Skills

FINANCE AND MARKETING

Microsoft Excel – Accounting – Data Analyzation

Quickbooks – Interpersonal Comm.

Account Management - CRM Software

Data Visualization

PERSONAL

Spanish – Team Coordination – Public Speaking

Time Management