Professional Objective and Summary

* Develop my labor experience by applying the administrative knowledge and employing the skills and operative techniques in the management area

Academic Formation

* Rochester Institute of Technology, Rochester, NY -E. Phillip Saunders College of Business-

Master of Science in Management –Global Track- September 2012 – Present

* Dominican American Culture Institute, National District, Dominican Republic

Corporate Taxes Diploma March 2011 – June 2011

* Pontificia Universidad Catolica Madre y Maestra, National District, Dominican Republic

Bachelor in Business Administration –Cum Laude- August 2004 – March 2008

Professional Experience

* Direccion General de Impuestos Internos – National District, Dominican Republic

Fiscalization Officer May 2010 – August 2012

* + Rectify the contributors tax declarations to correct discrepancies
  + Critically analyze contributor’s support documents of income and expenses
  + Explain the contributor’s rights and its steps to develop the case
* Excellence Punta Cana – Uvero Alto, Dominican Republic

Excellence Club Concierge October 2009 – May 2010

* Coordinated special activities among different departments
* Responsible for scheduling the guests arrival regarding the hotel transfer
* Plan the amenities of the rooms before the guests’ arrival
* Parkview Dominicana – National District, Dominican Republic

Administrative Officer September 2006 – September 2009

* Keep control of the expenses of the firm
* Contact customers and provide them general information related to the projects
* Responsible for providing support to Top Management

Additional Qualifications

* Native Spanish speaker and fluent in the English language
* Proficient in Microsoft Windows Operative System, Microsoft Office Suite and Internet Browsers