

Yamil Burgos

Elmhurst

Cell: (347) 296-5627 Email: yamil.burgos@baruchmail.cuny.edu

OBJECTIVE

To gain professional work experience before entering the corporate sector

EDUCATION

Baruch College, started Sept. 2011, expected date of graduation, May 2015

AREAS OF EFFECTIVENESS

ORGANIZATION/PLANNING

- Served as senior class treasurer; helped schedule senior activities
- Presented a business plan with four students (including financial statements, strategies, and management details) based on a company created through Virtual Enterprise
- Kept track of student dues paid using Excel and eligibility for events
- Used glue sticks, construction paper and other materials to create crowns for children to wear in The Three Kings Day parade

SERVICE/PROVIDING ASSISTANCE

- Translate school assignments and other official documents from English to Spanish
- Tutor a 16 year-old in mathematics and biology; help him prepare for school each week
- Assisted teachers with organizing supplies; took messages for teachers in their absence
- Assist family members with computer usage (using the internet and Microsoft Word)

COMPUTER SKILLS

- Familiar with Microsoft Word, PowerPoint and Photoshop
- Used Excel to create balance sheet, income statements, cash flow and an inventory sheet for a virtual business

CERTIFICATIONS

- Student Achievement Award. Second Highest Cumulative Average in Accounting - Spring 2011
- The Queens County District Attorney Certificate of Merit - Spring 2011
- Business and Marketing Honor Society of New York State - May 13 2011

ACTIVITIES

Urban Male Leadership Academy, Baruch College
Senior Council, Flushing High School
Boys Varsity Volleyball Team, Flushing High School

July 2011 to Present
Sep. 2010 to June 2011
Jan. 2009 to April 2011

REFERENCES

Available upon request