

Yamil Burgos

Elmhurst, NY | yamil.burgos@baruchmail.cuny.edu | 347-296-5627

EDUCATION

Baruch College, Zicklin School of Business - Cumulative GPA: 3.0
Computer Information Systems: Bachelor of Business Administration
Minor: Communication Studies
Honors/Awards: The Wingate Memorial Award for Leadership, Wise Financial Literacy Certification, Business and Marketing Honor Society of New York State
Urban Male Leadership Academy (UMLA)
Empowers and support Black and Latino male students through rigorous academic and personal support

New York, NY
June 2015
New York, NY
Summer 2011

RELEVANT COURSEWORK

System Analysis & Design	Spreadsheet Application in Business	Object-Oriented Programming 1	Database Management Systems 1
Computer Ethics	Speech Communication	Business Communication	Group Communication

WORK EXPERIENCE

Plaza College
IT Support Specialist – First point of contact for all IT & technical queries
- Accounted for and tracked the college's technical equipment during time of transition to a new campus environment
- Install, organize, test, maintain, check and troubleshoot over 150 end user workstations & interrelated hardware and software
- Improved skills in communicating effectively with both technical and nontechnical users, especially during times of crisis
- Responsible for troubleshooting, diagnosing and resolving hardware, software and end users problems
L'Express Media
Social Media Intern/ Assistant to CEO -- SEO firm serving small businesses in NY state
- Syndicated, shared, and posted engaging content across the web, using a variety of social-media channels
- Continuously monitored online public relations and ensured brand awareness and engagement of customers
- Assessed social media marketing strategies and applied appropriate changes for improvements
Senior Council
Senior Treasurer -- Handled senior activities and events
- Taken, managed and tracked Senior Dues of a class of 400 seniors
- Created and oversaw numerous presentations and fliers using Adobe Photoshop and Microsoft PowerPoint
- Involved in monthly school meetings and made decisions regarding class events

Jamaica, NY
Summer 14 – Fall 14
New York, NY
Fall 13 - Winter 13
Flushing, NY
Fall 10 - Spring 11

LEADERSHIP & DEVELOPMENT

Lions Club International
Community Service Member of Flushing Universal
- Co-Facilitated a leadership development workshop for 25 High School and College students
- Assisted in multiple community service events within Flushing High School such as Martin Luther King Day
Urban Male Leadership Academy (UMLA)
Member of the 2011 UMLA Cohort
- Facilitated and assisted in monthly workshops with over thirty UMLA individuals
- Prepared UMLA's advisory board meetings with minutes and agendas
Boys Varsity Volleyball Team
Varsity Volleyball Player for Three Years
- Awarded the Wingate Memorial Award for Leadership due to outstanding performance
- Escorted and managed players when necessary, coordinated team's equipment and game locations

Flushing, NY
Winter 13 - Present
New York, NY
Fall 11 - Present
Flushing, NY
Fall 09 - Spring 11

SKILLS

Languages: Fluent in English, Intermediate proficiency in Spanish
Computer: Proficient in Microsoft Office Applications (Word, Excel, PowerPoint and Access), Photoshop and Visual C++
Interests: Reading, Salsa Dancing, Video Games, Volleyball Playing

References: Available upon request