

Suzanne Sanchez

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City, State ZIP

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Education

University Anticipated Graduation: May 2024
Bachelor of Science in Business Administration
Concentration: International Relations, Minor: Spanish

Relevant Course Work:

- Digital, Social & E-Commerce Marketing
- Advanced Corporate Finance
- Macroeconomic Theory
- Financial Accounting

Professional Experience

University September 2021 - Present
President, Women in Business Organization

- Mentor students on campus in the Business Department
- Organize events to connect alumni with current students to promote mentorship
- Recruit members for the organization and plan events to promote our mission
- Collaborate with faculty to provide tutoring to students and relevant workshops

University September 2020 - Present
Student Intern, Office of Student Activities

- Advise students on involvement opportunities on campus and in the local community
- Facilitate events between more than 200 student associations and numerous campus offices
- Manage social media accounts, coordinate, and market campus events
- Campus Center facility management and AV Set Up

Pie in the Sky Pizzeria June 2018 - August 2020
Hostess

- Consistently provided engaging and efficient customer service while adapting to client needs
- Effectively multitasked daily responsibilities in a fast-paced setting
- Oversaw implementation of new reservation system
- Trained new employees on expected duties and restaurant logistics

Leadership and Awards

- National Society of Collegiate Scholars May 2022-Present
- Community Service Scholarship and Award May 2021

Additional Skills

- Spanish (Intermediate)
- Proficient in Adobe Software
- Grant-Writing Experience
- Email Marketing