

# JESSICA D. BRICEÑO BERMUDEZ

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## OBJECTIVE

To acquire a challenging position that will utilize my education in the field of Management with a concentration of International business and Information Systems.

## EDUCATION

### **University of Texas at San Antonio**

*B.B.A Management – International Business*

### **Houston Community College**

*Courses pertaining to B.B.A*

**Fall 2005 - Current**

**Expected Graduation: Spring 2008**

**Fall 2004 – Spring 2005**

**Honor's List; Spring 2005**

## EXPERIENCE

### **Victoria's Secret**

*Associate*

**May 2007- Present**

**San Antonio, TX**

- Handle cash transactions and collect payments for customer purchases within Victoria's Secret
- Aid in better serving the Spanish- speaking clientele of Victoria's Secret by understanding their specific needs
- Organize merchandise in precise order that is required by using detail-oriented and organizational skills

### **Multiomega**

*Customer Service Representative/Intern*

**June 2004 – April 2007**

**Houston, TX (U.S.A)/ Punta Cardon, Falcon (Venezuela)**

- Organizing and applying administrative functions through customer interaction
- Improving filing and communication features for the company
- Developing delegation skills by gaining a better sense of task-orientation

### **Petroleos de Venezuela S.A.**

*Material Analyst*

**June 2006 - August 2006**

**Punta Cardon, Falcon(Venezuela)**

- Built relations between buyers and sellers while conducting 1,000,000 dollar purchases on a weekly basis.
- Helped to improve human resource department by creating a healthy, more positive work environment
- Applied language skills to further and foster international relation with companies in Europe and the United States

### **The University of Texas at San Antonio: Chemistry Department**

*Student Worker*

**September 2005 - May 2006**

**San Antonio, TX**

- Assisted professors and Department Chair in the Chemistry department by photocopying exams
- Aided in creating and improving the department website by integrating photographs to the design and layout
- Organized and completed purchase orders for chemistry supplies

## SKILLS

- Bilingual: Fluent in speaking, reading, and writing in Spanish
- Effective planning and organizational skills
- Advanced knowledge in Microsoft Office XP and the computer software; System Application and Products

## AFFILIATION

### **Alpha Kappa Psi: The International Professional Co-Ed Business Fraternity,**

**Fall 2006**

- Director of the Pledge and Active Interactive Night Committee- organize and execute social gathering of all members
- Active member of Fundraising, Civic Project, Photo Album and Professional Program Committee
- Assistant for the Etiquette Dinner committee

### **Community Service**

**Fall 2006**

- Volunteer at the Ronald McDonald House
- Volunteer at the Dwyer Emergency Shelter
- Junior Achievement

### **Venezuela General Consulate**

**Spring 2005**

- Attended and resolved claims regarding passports and Visas
- Prepared documents pertaining to Visas and passports for Consul and Deputy Consul
- Assisted international students with questions regarding payment plans for school