
Education

Bottom Tier Top 75 School

May 2018

Professional Experience

START E-COMMERCE BASED BUSINESS

Founder & Chief Executive Officer

Organized registered wholesale and retail insert industry e-commerce provider.

March 2011 - September 2016

- Grew a business with zero starting capital to sales in 2014 of \$127k in then in 2015 to \$235k, highlighted by \$80k in December 2015, through effective business planning, creative sales techniques and innovative marketing.
- Maintained a first-class performance standard of order processing and customer communication highlighted by email-marketing and telemarketing campaigns focused on retention, resulting in high sales.
- Opened and staffed offices in City, State (order fulfillment), City State, Across Country (product acquisition) and Middle Eastern Country City (back-end operations).
- Independently managed 14 benefit and incentive receiving employees in-person and remotely through a series of communication streams.
- Updated, reviewed and analyzed financial statements on a weekly basis.
- Analyzed infinite quantitative data and created sales projections, foundation for company decisions.
- Acquired, processed and listed over a large amount of products on our website.
- Negotiated prices for products, supplies, salaries, office space while also test project management software, communication platforms, payroll and account services, file sharing applications and other tools.
- Developed a culture of excellence and accountability amongst personnel by holding a series of meetings including daily check-ins and quarterly reviews.

Boutique Graphic Design Firm

Junior Associate; Research & Analysis

March 2016 - August 2016

- Updated, reviewed and analyzed financial statements on a weekly basis which improved efficiency and profit loss calculations by 18%.
- Prepared a financial model for 3rd quarter forecasts and highlighted clients repeat business necessary to achieve predictions.
- Researched and gathered data on local firms and reported opportunities for client acquisition.

START E-COMMERCE BASED BUSINESS

Founder & Vice President

March 2014 - July 2016

- Wrote and developed a long term business plan while launching www.website.com.
- Oversaw a team of four through a GANTT Chart to launch and run the company.
- Dealt with a bookkeeper to reconcile and build a monthly P&L statement.

Volunteer

Non Profit LLC – Beneficiary; Hospital,

September 2014 - Present

Sixty-member non-profit organization, actively serving the community and raising funds through a series of organized events.

Vice President, August 2015 – February 2016

Recruitment Chair September 2014 – May 2015

NON PROFIT, INC.,

February 2016 - Present

Volunteer

- Volunteered by visiting sheltered to efficiently combat homelessness through the provision of job placement skills.
- Helped personalize resume reviews, mock interviews, and job search portal navigation at absolutely no cost to either participants.

Additional

- Fluent in Spanish and English. Grew up in the Caribbean Country and New York. Extensively traveled domestic and internationally.
- Published Poet in “A Celebration of Young Poets.”
- Ranked 35th in the nation as a Junior Scrabble player in 2007 highlighted by holding the national tournament record for biggest score difference in a victory.
- 2014-2016 School Program in Entrepreneurship Member.
- Economics Club.
- Latino Professional Club
- Enrolled in Investment Club Course