

BIANCA PINEDA

OBJECTIVE

I am looking to enhance my professional development and grow in the marketing industry

WORK EXPERIENCE

- June 13' – August 13' SFRPD Silver Tree Day Camp
Camp Assistant
- Instilled participation, equality & communion amongst campers
 - Encouraged teamwork and sportsmanship
 - Maintained & updated paperwork for all campers and employees
 - Oversaw and delegated employee duties
 - Prepared budgets & organized employee appreciation events
- August 09' – August 13' GAP INC
Sales Associate/ Brand Team Member
- Operated register and assist with inventory management
 - Assisted with new visual projects and merchandising
 - Ensured that each customer receives outstanding customer service and providing a friendly environment
- Jan 10' - December 11' Frisco
Boxing
Personal/Event Assistant
- Creative collaboration with entire staff to promote all new events
 - Market research to execute a well-organized, smooth and profitable event
 - Assisted with on-site production for events
 - Assisted with preparing budgets and providing progress reports to directors
 - Organized meetings and followed up with clients

EDUCATION

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|---|--------------------------------|---------------------|
| 2013 - 2015 | San Francisco State University | San Francisco, C.A. |
| <i>Will complete my BA in Business with an emphasis on marketing and minor in economics</i> | | |
| 2010 - 2013 | City College of San Francisco | San Francisco, C.A. |
| <i>Studied Business with an emphasis on marketing and minor in economics</i> | | |
| 2009 | Albert Powell High School | Yuba City, C.A. |
| <i>High School Diploma (Completed one year early)</i> | | |

SKILLS & LANGUAGES

- Computer literate: internet, email, Microsoft Office, iWorks, Microsoft Publisher and some Photoshop
- Able to be creative, resourceful and show initiative under pressure
- Biliterate in English and Spanish

VOLUNTEER EXPERIENCE

- Fall 08' Shady Creek Outdoor School
Cabin Counselor
- Accountable for cabin activities, and to ensure a safe environment which encourages participation and growth for a group of 5th grade girls
- January 08' - August 09' Albert Powell High School
Office & Teachers Assistant
- Operated office machines, such as photocopiers, scanner & computers
 - Maintained and updated filing, inventory and database systems

REFERENCES

Upon request