

Emeralda A. Gómez

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Summary of Qualifications	Project Management: <ul style="list-style-type: none">■ Capable of taking on global leadership and management roles in group projects Innovation and Creativity <ul style="list-style-type: none">■ Strive for original ideas for marketing and designs for projects and assignments Communication: <ul style="list-style-type: none">■ Able to communicate efficiently and clearly with fellow peers and administrators.
Education	Bachelor of Science in Business Administration: International Business, Spanish Minor San José State University; San José, CA; December 2013. GPA: 3.09 <ul style="list-style-type: none">■ VP of Communications, International Business Association■ Member, Sigma Alpha Lambda Honor Society SJSU Bilateral Study Abroad Program in Spain University of Burgos; Burgos, Spain; September 2011 to July 2012 <ul style="list-style-type: none">■ Recipient of the Lucas College of Business Study Abroad Scholarship■ Participated in the 2011 X-Culture's International Business Collaboration Project
Experience	Sales Associate at Macy's Oakridge; San José, CA - February 2014 to May 2014 <ul style="list-style-type: none">■ Responsible for day-to-day cashier duties, including transactions, returns and exchanges, phone calls and meet daily sales goals■ Interacted with customers, including giving fashion and purchase advice■ Maintain a well-organized and presentable merchandise area at all times Fulfillment Team Lead at Macy's Valley Fair; San José, CA - August 2013 to January 2014 <ul style="list-style-type: none">■ In charge of fulfilling online orders by generating pick lists and designating total product picks and working hours for dock and other fulfillment workers■ Responsible for searching for items throughout both the women's wear store and the men's wear and home goods store to complete product pick lists Kitchen Assistant at Spartan Shops; San José, CA - September 2012 to April 2013 <ul style="list-style-type: none">■ Assisted three main cooks in shared kitchen area■ In charge of ensuring that the main line cookeries are well stocked with food supplies needed throughout the day■ Kept kitchen area clean and well organized to maintain a safe and hygienic working environment
Community Involvement	<ul style="list-style-type: none">■ Co-op Volunteer at Veggielution, Emma Prusch Farm Park; San José, CA■ Legal Counsel Spanish Translator at the International Rescue Committee's 2013 Citizenship Workshop; San José, CA■ Kitchen Volunteer at City Team Ministries Men's Recovery Program; San José, CA■ Participant in Breast Cancer Awareness Walk for Making Strides of Silicon Valley■ Worked as a Directional Brand Ambassador for NetSuite's SuiteWorld 2014 Conference, through MKTG Inc.
Skills	<ul style="list-style-type: none">■ Proficient in Microsoft Office 2010 Professional Plus■ Certificate of Training in Intermediate Excel 2010■ Languages include spoken and literate fluency in both Spanish and English
