

Emeralda A. Gómez

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Summary of Qualifications

Project Management:

- Capable of taking on global leadership and management roles in group projects

Innovation and Creativity

- Strive for original ideas for marketing and designs for projects and assignments

Communication:

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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
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