

# Rebeca Duarte

**Address** Relocating to Dallas, TX Dec-2018

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**LinkedIn**  
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MBA graduate with leadership and management training. Proven skills in project management, organization, product development and marketing with a background in office administration. Able to provide employers with administrative support and professional communication skills.

## Experience

- 2017-08 - present

**Graduate Assistant**  
*Tennessee Tech University*
  - Coordinated Study Abroad Fair for 200+ students and 10+ program representatives.
  - Marketed Study Abroad programs and integrated social media platforms increasing student's attendance by 4% in a year.
  - Assist and advise students on Study Abroad program selection.
- 2014-12 - 2017-08

**Product Developer and Marketing Assistant**  
*Elsy's Cakes Bakery*
  - Developed and marketed new product ideas such as a healthy dessert line increasing sales and reaching new segment markets.
  - Trained staff of 15+ employees on new dessert development, safety and sanitation.
  - Managed distribution and ensured on time delivery of new products and sale points.
  - Organized and marketed launching events with 30+ people and local media.
- 2017-05 - 2017-08

**Administrative Assistant (Internship)**  
*Alimentos Mor*
  - Assisted in Human Resources, Marketing and Accounting departments.
  - Analyzed financial statements and indicators of company.
  - Researched financial data and trends of major corporations in the industry.
  - Screened applicant resumes and coordinated both phone and in-person interviews.
  - Maintained employee personnel files and recruitment requisition files.
- 2016-05 - 2016-07

**Minority Intern**  
*University of Tennessee Extension*
  - Designed and delivered educational material for 4-H youth development programs.
  - Organized County's Family Community Education picnic with 60+ people.
  - Developed educational class presentations for adult and young audiences on world culture, nutrition and overall health.

## Education

- 2013-08 - 2017-05

**Tennessee Tech University, Cookeville, TN. B.S. in Nutrition and Dietetics**  
GPA 3.81
- 2017-08 - 2018-12

**Tennessee Tech University, Cookeville, TN. Master of Business Administration**  
GPA 4.0

## Skills

Management, Leadership, Communication, Problem Solving, Organization, Research

## Software

Word, Excel, PowerPoint, Peachtree, Banner SSB, Banner INB

## Languages

Spanish (fluent, written and verbal)