

Rebeca Duarte

Address Relocating to Dallas, TX Dec-2018

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LinkedIn

<https://www.linkedin.com/in/rebecamduarte/>

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)