

# ALEyna



Miami, Florida

## Education

### University

#### International Business

- Class of 2028
- Current GPA: 4.0

### High School

- Class of 2024
- Weighted GPA: 4.2
- Varsity Golf / Soccer
- Seal of Bi-literacy in French

## Special Skills

- Social Media Management (TikTok, Snapchat, IG, Meta, YT)
- Hospitality & Food Service
- WordPress / Website
- HubSpot Marketing & CRM
- MailChimp
- HootSuite
- Canva
- Squarespace
- Etsy / Shopify / Amazon
- Gala Spokesperson / Model

## Languages

- English
- French

## Profile

I am an international business student with a strong passion for real estate, finance, and entrepreneurship. I am skilled in customer service, communication, and team collaboration, with proven experience in client satisfaction and operational management. I love helping businesses grow and creating great customer experiences. I'm excited to learn and contribute my skills to a dynamic organization.



## Work Experience

2023

### Lead Barista (seasonal employment in Huntington Beach)

- Delivers excellent customer service in a fast-paced cafe
- Operates POS system, handling cash and credit
- Shift Supervisor; responsible for training
- Multi-tasks; provides operational assistance

2022-  
2024

### Entrepreneur / Self-Employed

#### Marketing & Sales

- Provides social media services and website support to real estate agencies and other luxury brands
- Manages PPC Campaigns in Etsy and Meta
- Reseller: Amazon / Depop

2021-  
2024

### Billing Assistant

- Handled invoicing, mailing, and filing of documents
- Imported and appended client data in CRM
- Provided administrative assistance to CEO
- Managed social media, email marketing, and website support requests

2020-  
2024

### Nanny

#### Family Assistant (seasonal)

- Provide dependable childcare, managing schedules, activities, and educational support.
- Plan engaging activities, prepare meals, and ensure a safe, nurturing environment.
- Assist with household tasks, errands, and clear communication with parents.



## References