

# Ithzel Contreras

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## EDUCATION

Bachelor of Science (B.S.) in **Finance** with a Minor in **Political Science**

May 2022

University Of South Carolina Aiken – Aiken, South Carolina

- Dean's List, Fall 2018, Spring 2019 and Fall 2019
- NSLS Honor Society, Fall 2019
- Alpha Lambda Delta HS, Spring 2020

*Principles of Managerial Accounting | Principles of Financial Accounting | Business Finance | Interpersonal Communication | Principles of Macroeconomics | Principles of Microeconomics*

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## EXPERIENCE

Sales Associate, Old Navy, LLC – Aiken, South Carolina

10/2019 – 07/2020

- Built relationships with customers to increase likelihood of repeat business
- Completed all cleaning, stocking and organizing tasks in assigned sales area
- Recommended merchandise to customers based on their need and preferences
- Contacted other store locations to determine merchandise availability
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices

Carpenter Assistant, Eagle Pass, LLC – Port Royal, South Carolina

06/2018 – 08/2018

- Provided support to multiple Carpenters with various tasks, ensuring that the company's high standards were always met
- Communicated with clients to ensure compliance with needs and requirements
- Recognized by the owner for constantly performing a great job and helping to complete all assignments in a timely manner
- Answer calls regarding scheduling meetings, business information and other questions
- Maintained Inventory and a clean safe work area

Cashier, Sirloin Stockade – Eagle Pass, Texas

05/2017 – 07/2017

- Process customer payments by cash, debit, gift and credit card
  - Answer telephone calls regarding menu questions, store hours and business information
  - Coordinate with hostess, floor, and kitchen staff regarding special customer requests
  - Maintain the salad bar and keep restaurant clean
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## SKILLS & CERTIFICATIONS

Microsoft Office: PowerPoint, Excel, Word and Access

Languages: English, Spanish and French.

Certifications:

- DELF A1, Ministère de l'Éducation nationale, 05/2016 – Present (No Expiration Date)
- DELF A2, Ministère de l'Éducation nationale, 05/2018 – Present (No Expiration Date)
- PowerPoint, Microsoft Office, 06/2013 – Present (No Expiration Date)
- Excel, Microsoft Office, 06/2015 – Present (No Expiration Date)
- Access, Microsoft Office, 06/2017 – Present (No Expiration Date)

# REFERENCES

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**Heriberto Barrera**

Eagle Pass, LLC  
2728 Depot Road  
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[eaglepassllc.17@gmail.com](mailto:eaglepassllc.17@gmail.com)

Relationship: Business Owner

**Ofmara Barrera**

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Relationship: Business Owner