

## JAZMIN MORA-AMAYA

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### EDUCATION

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#### Montclair State University

Montclair, NJ

August 2020 – Present

- BS: Business Administration with a Concentration in Marketing
- Current GPA: 3.925
- Dean's List, Academic Year 2020 -2021

### LEADERSHIP EXPERIENCE

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#### Latin American Student Organization

Executive Publicity Chair

May 2021 – Present

- Create posts to publish regularly on social media platforms about upcoming events and important updates
- Engage with general body members and other student organizations to promote Latino culture

#### Student Government

Executive President, Executive Vice President, Class Treasurer

September 2016 – June 2020

- Coordinated six yearly campus-wide events with class officers and campus administration
- Created and presented a proposal to school administration in order to bring hold new campuswide events

### WORK EXPERIENCE

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#### Montclair State - Office of International Academic Initiatives

Student Assistant

February 2021 – Present

- Support the facilitation of all aspects of the study abroad/away programs.
- This includes: marketing/outreach, event programming, database maintenance, OIE website updates, coordination of our Study Abroad Peer Advisor Program, and other office duties

#### Take Me to the Water Swim School

Swim Instructor

July 2021 – Present

- Instruct swimming lessons and motivate babies, children, and adults
- Evaluate students swim level to place them in appropriate swim level

#### Indigo Language Services

Administrative Assistant

September 2016 – June 2017 & August 2020 – February 2021

- Draft invoices for interpretative services and remitted payments to interpreters
- Maintain employee files containing assignments, invoices, tax information, and contracts

#### Marshall's

Sales Associate

September 2020 – February 2021

- Ensured good customer service and fulfill merchandise duties such as helping shoppers locate merchandise
- Handled customer inquiries regarding Marshalls goods and services.

### SKILLS

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Certifications: First Aid, CPR/AED, Lifeguard

Languages: Fluent in Spanish