

KATYA GUERRA

Elizabeth, NJ, 07202

katyaguerrao@gmail.com · (908) 356-3917 · <https://www.linkedin.com/in/katya-guerra-9a4149231/>

Bilingual detail-oriented Marketing student at Kean University, graduated from Union County College with a Business Associates Degree and ESL Certificate, with experience in customer service, and strong interpersonal skills related to offices environment, Excel Training Certificated, Microsoft Office knowledge, and organizing skills.

EDUCATION

JANUARY 2022- EXPECTED GRADUATION: 2023

MARKETING B.S., KEAN UNIVERSITY

GPA:3.936

Spring 2022 Dean's list

SpF Research Project

JANUARY 2020-DECEMBER 2021

BUSINESS A.A., UNION COUNTY COLLEGE

GPA: 3.891.

Member of the American Honors Program, and member of PTK Organization.

Honors: High Presidents Honors 2020-2021

EXPERIENCE

MARCH 2022- CURRENT

ASSISTANT PROGRAM COORDINATOR, COMMUNITIES IN COOPERATION, INC.

- Providing support to the youth participants to achieve desired outcomes by performing administrative support and translation from English to Spanish.
- Training participants to help build self-esteem and life-skills to meet their needs.

SUMMER 2022-INTERNSHIP

MARKETING/PUBLIC RELATIONS INTERN, ELIZABETH DESTINATION MARKETING ORGANIZATION/ GREATER ELIZABETH CHAMBER OF COMMERCE.

- Worked directly with the CEO on projects.
- Wrote press releases for the city of Elizabeth to promote events.
- Content Creator for Marketing projects
- Built out itinerary and planning guides for EDMO Marketing groups

SEPTEMBER 2021-NOVEMBER 2021

PEER TUTOR, UNION COUNTY COLLEGE, ACADEMIC LEARNING CENTER

- Assisted students with any question they might have about a class or assignment.
- Provided translation assistance for Spanish-speaking students and assist them with their English as Second Language class.

APRIL 2021-NOVEMBER 2021

STUDENT WORKER, UNION COUNTY COLLEGE

- Assisted staff and students with college functions, including check-in, completing the college application, FAFSA forms, registering for classes, scholarship, and other needs; by providing quality customer service.
- Provided translation assistance for Spanish-speaking students.
- Handled front office operations, including printing students IDs, and making calls over the phone to students related to financial aid and registration.

SEPTEMBER 2019 – DECEMBER 2020

CREW MEMBER, DUNKIN DONUTS

- Provided quality customer service, and translation assistance to Spanish-speaking customers.
- Helped on the front line (Cashier), handle transactions in cash, credit, and debit.
- Assisted on new hires training