

Samantha Montalvo

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EDUCATION

Currently enrolled at The University of San Diego San Diego, CA
Bachelor of Business Administration Expected Graduation May 2021
Minor in Communication Studies

International Study Sept. 2019-Dec. 2019
The American College of Greece

WORK EXPERIENCE

Graduate School of Business, University of San Diego San Diego, CA
Student Assistant 2018-present

- Expedite assembling logistical guides and other educational material
- Assist with cataloging participant information, data entry, and managing databases
- Design advertisements and posters

Panama Jack San Diego, CA
Distribution Assistant 2018-present

- Engaging in direct business-to-business marketing campaigns
- Preparation of shipments and organization of inventory
- Catalog invoices, customer orders, and checks

Gelateria Frizzante San Diego, CA
Customer Service 2017-2018

- Communicated with customers
- Operated and organized inventory
- Managed profits made daily

LEADERSHIP & COMMUNITY SERVICE

Certificate in Business Leadership

- Completion of the Undergraduate University of San Diego Business Leadership Development Program

San Diego Food Bank

- Packaged 10,000 lbs. of food for the senior donation program

High School Track and Cross Country Captain

- Team captain for two years and received Four Year Award for both sports

SKILLS

- Certified Microsoft Office Specialist Excel 2016
- Certified in Google Ads Display & Google Analytics
- Proficient in Microsoft Word and Powerpoint
- Experience with Tableau, Wordpress, Squarespace, and Canva