

Kathleen Luna

(786)728-4074 · kluna008@fiu.edu

973 SW 6th PL

Florida City, FL, 33034

EDUCATION

Florida International University (FIU)

College of Business · Aug 2015 - Dec 2019

Bachelor of Business Administration

Major(s): International Business & Business Management

Certificate: International Trade and Investments

WORK EXPERIENCE

La Quebradita Mexican Restaurant

Assistant Manager · Jul 2016 - Present

- Responsible for overall supervision, training, mentoring, and appraisal of 15 associates
- Oversaw and calculated inventory counts on a weekly basis
- Responsible for overseeing all sales activities, handing over \$5,000 in sales daily
- Assisted in marketing and event planning efforts to increase sales, including creating multiple social media platforms and introducing live entertainment at restaurant location
- Managed relationships with customers and vendors ensuring expectations were met

FIU Peer Mentor

Aug 2018 - Jun 2019

- Guided students in the development of skills and strategies for dealing with their problems through various class activities including providing academic coaching as well as advice on class scheduling, time management, and study skills
- Counseled students individually, assisted them in overcoming obstacles in their first year in college, adjusting to life, and making proper choices to stay focused.
- Referred students to community resources or to specialists as necessary.
- Participated and collaborated in peer mentor team meetings to provide feedback for program development

LEADERSHIP AND VOLUNTEER WORK

American Marketing Association (AMA)

Roaring Concepts(RC) Junior Executive Manager · Jan 2018 - Aug 2018

- Supervised several teams in the development of cost-effective solution for local businesses
- Responsible for the development of several management teams and team members
- Established strong relationships with student members and business clients to achieve
- Organized internal and external meeting between managers and business clients to

Roaring Concepts Team Manager · Jan 2018 - Jun 2018

- Served as a liaison between student members and the Chef4Kids, with regards to planning, development, and implementation of marketing services
- Met with clients to maintain communication to enhance teams' execution
- Orchestrated 5 campaign events at FIU to spread exposure and student awareness
- Completed weekly and monthly reports of business analysis including website development and rebranding models
- Orchestrated 5 campaign events at FIU to spread exposure and increase student engagement

Community & Social Impact Committee · Aug 2015 - Dec 2015

- Coordinated and participated in community service projects including the Little Lighthouse Foundation, GlobeMed FIU, and Painting with a Purpose.
- Responsible for tabling managing tabling events, which raised over \$500 collectively for nonprofit organizations such as GlobeMed FIU
- .

TEDXFIU

Secretary · Jan 2018 - Aug 2018

- Ensuring meetings are effectively organised and minuted
- Responsible for producing various reports and other written material from rough drafts, notes, sourced materials and completed forms in accordance to club procedures.
- Responsibly for receiving agenda items from committee members as well as ensuring agreed actions are carried out

Sales Society

General Member · Jan 2018 - Jun 2018

- Engaged in professional development through networking and involvement in club activities & general meetings
- Developed sales and leadership experience through workshops & panel discussions facilitated by corporate guest speakers and international sales professionals

International Business Honor Society (IBHS)

The “Bandhwari Project” Social Business · Jan 2019 - June 2019

- Engaged in tabling events to sell merchandise to raise funds, helping raise over \$300 in funds
- Participated in weekly meetings developing merchandise production and organizing fundraising events & execution

Study Abroad Dubai & India and South Korea & China

Team Leader · Dec 2019 & Jun 2018 - Jul 2018

- Prepare and lead a pre-departure orientation of visiting countries addressing country's history, cultural awareness, and political & economic standing.
- Responsible for handling over \$300 in funds for expenses used throughout trip events
- Assist faculty in ensuring student operations run smoothly, ensuring student participation and conduct