

# Bianca Moreno

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## Objective

To obtain a position that will offer challenge and growth while I contribute my best to the company I work for.

## Skills

- Strong Memorization
- Ability to Self-Manage
- Strong Interpersonal Skills
- Excellent Public Speaking Abilities
- Detail-oriented
- Outstanding in Planning & Conducting
- Bilingual (English/Spanish)
- Time Management
- Multi-Tasking
- Team Orientation

## Experience

### **Board Executive Leader – Membership Development**

2014-present

**Chamber of Commerce Ambassadors**, Delano, CA

- Worked with recruitment of new members, and volunteers for events
- Supervised a staff of 5-10 people to develop marketing plans, events, and advertising programs
- Planned and administered over 20 events for non-profit organizations in attendance of 50+ guests
- Mentored youth throughout important tasks, such as applications and advising
- Conducted outreach programs for youth in the community

### **Client Relations/Marketing**

2012-2015

**Strategic Benefits**, Bakersfield, CA

- Cooperated in helping clients understand finances, such as retirement plans, investments, etc.
- Created websites, newsletters, advertisements, and flyers to reach prospective clients
- Started up new data platforms and taught clients and colleagues the programs' fundamentals
- Conducted enrollment meetings, as well as presentations in English and Spanish

### **Administrative Assistant**

**International Paper**, Delano, CA

2012

- Created new organizational structure for this new company location
- Worked with an assembly of teammates to highly produce product, and took on role of leader when it was needed
- Supervised employees and signed off on their timecards, and documents
- Overseen inventory and developed an inventory system

### **Sales Associate**

**Ralph Lauren**, Tulare, CA

2010-2011

- Helped train new employees
- Was knowledgeable about the benefits and uses of each product
- Reached store and personal sales goals on a daily basis
- Offered quality and professional assistance to 20+ clients per day and succeeded to accomplish the client's goal

## Education

### **Master of Arts – Strategic Communication**

2015

*National University*, La Jolla, CA

### **Bachelor of Arts – Communication Studies**

2012

*California State University*, Northridge, Northridge, CA