

Mareidith Carter

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SKILLS

- Marketing: Market Analysis, Product Development, Consumer Behavior Study, Market Research,
- Advertising: Plant Development, Selling Techniques and Public Speaking
- Computer: Windows; Excel, Peachtree, Word, PowerPoint, Medisoft 2008, Typing 40 wpm
- Communication: Bilingual, English and Spanish

WORK EXPERIENCE

- Administrative Assistant**, Harvard University
114 Mt. Auburn St. Cambridge, Massachusetts 02138 Ph. 617-495-8550. Nialba Merejo, Supervisor **3/2013 - present**
Follow up to collect accounts, data entry, reports, filing, etc.
- Sales**, Joart Printing, Bayamón, PR, Ph 787-269-3737 **10/2012 - 2/2013**
Sales and Purchasing duties. Look for new customers, customer service, accounts receivable, merchandise delivery
- Customer Services/Activities Coordinator**, Hospital Metropolitano, Río Piedras PR **2/2006 - 8/2011**
Organizing activities for staff and patients. Managing patient complaints. Support clinical staff at rush hours.
Look for donations and Customer Service
- General Manager**, TP Distributors, Bayamon PR **2/2004 - 1/2006**
Looking for new products and customers, make reports, supervise salesmen. Purchasing Duties. Perform weekly sales payroll. Operating trucks, fingerlift and pallet jacks
- **Marketing and Customer Services**, Micro Tech Systems & Controls, Inc., Guaynabo, PR **2/2002 - 1/2004**
Organizing trainings, conventions and activities in general. Customer service and general office work.
Purchasing duties.
- Secretary**, Resort Builders, Isla Verde, PR **4/1998 - 11/2001**
General office work, screen incoming calls and customer service. Receptionist

EDUCATIONAL BACKGROUND

- Adroit College Palo Alto Campus Palo Alto, CA **2015**
Masters in Mathematics (120 credits approved)
- 2012** - Special Activities Coordinating
2010 - Human Resources and Personnel Administration
2009 - Real Estate Broker Course

SEMINARS

- 2013** - Successful Money Management
2012 - Customer Service, your best promotion
2008 - Power Point 2008

RESEARCH PROJECTS

- Coors Light Marketing Auditory, December
- Jack Daniels and Advertising Plan, May
- Vino Viña Magdala - Imports Techniques, December
- Champs - Development of Selling Techniques
- Knorr - New Product Marketing Plan
- Hacienda Ambiente 2,000 (Coors Light) - Public Relations Campaign