

# Cindy Perez

4233 SE 8<sup>th</sup> Place Cape Coral, FL 33904  
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## EDUCATION

Florida Gulf Coast University, Fort Myers, FL Expected Fall 2012  
*Pursuing a Bachelor of Science Degree in Management and Marketing*

Minor in Advertising  
3.39 Cumulative GPA

Relevant coursework: *Human Resources, Team & Group Process, Consumer Behavior, Professional Selling, Creative Strategy, Marketing Research, Negotiations, Integrated Marketing Communications*

## PROFESSIONAL WORK EXPERIENCE

**TJ Maxx, Cape Coral, FL**

### *Foundations of Leadership*

Selected as one of the twenty associates chosen to participate in Foundations of Leadership Program for our district. Associates chosen to participate in program are selected by store managers and approved by district managers.

### *MOD Simulation*

Selected as one of twenty associates chosen to participate in simulation with managers & DM

### *Key Carrier 2007-present*

**Prioritizes** and organizes workload for the store  
**Adapts** to changes in work schedules, routines, and company policies & procedures  
**Accomplishes** goals with minimum supervision  
**Delegates** daily tasks and projects to 44 associates

### *Administrative Coordinator 2006-present*

**Supports** Operations functions of the store  
**Screens** prospective new hires and conducts reference checks  
**Provides** orientation and on-going training to new hires  
**Evaluates** & assists in associate's for performance appraisals  
**Conducts** monthly audits for store  
**Conducts** Shrink meetings & develops action plans  
**Analyzes** and edits work schedules  
**Manages** and budgets payroll  
**Performs** daily sales processing and deposits  
**Researches** cash variances and discrepancies  
**Audits** Cash Office procedures

## RELATED SKILLS

Proficient in Microsoft Office 2010, Power Point, Oracle, WorkBrain, Kronos

## CAMPUS AND COMMUNITY INVOLVEMENT

Alpha Sigma Pi- The National Society of Leadership and Success

## PERSONAL

Fluent in Spanish- Learning Italian