

Victor E. Bronco

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OBJECTIVE (Only include an objective on your resume if you are applying for a specific job/internship at a specific company. Do NOT include for an all-encompassing event such as career fairs or to hand out in general. i.e.: To obtain an internship in the Corporate Benefits Department at the Time Warner Cable Corporate Office utilizing my formal education and strong organizational, customer service, and communication skills.)

EDUCATION

Fayetteville State University Fayetteville, North Carolina May 2016
Bachelor of Science in Business Administration
Concentration: *Healthcare Management*
GPA: 3.6 **Honors:** Chancellor's List, Dean's List

RELEVANT COURSEWORK

 (Only include this section if you have specific coursework relevant to your objective)

- Human Resources Management
- Quantitative Methods for Business
- Quality Management
- International Business Management

RELEVANT EXPERIENCE

Residence Inn Fayetteville, North Carolina May 2014-Present

Events Intern

- Coordinate planning for large convention and business events that include live music and food vendors
- Operate with a total budget of \$10,000 for the year to spend on company renovations and equipment
- Communicate via email, fax and phone with potential and secure clientele, coordinating upcoming events
- Organize the annual local business conference with over 300 guests in attendance and 10 staff members
- Utilize the Purchase Management Software to conduct room reservations and banquet venues
- Research and identify potential new business leads for the company to pursue in local, state and national areas

Vector Marketing Fayetteville, North Carolina August 2014-May 2014

Sales Associate

- Received the GOLD STAR award for sales person of the month after selling \$500 in consumer products
- Performed cold calls to new clients using regions and district coding to determine the high need areas
- Utilized a multi-line telephone system to transfer incoming calls and schedule appointments

YMCA Raleigh, North Carolina May 2013-August 2014

Counselor/Front Desk

- Organized events for children and families ranging from ages 6 and up
- Facilitated meetings with staff to brainstorm new activity ideas and events
- Secured local vendors for events including a one day community fair with over 300 attendees

Da Pizza Truck Raleigh, North Carolina May 2011-May 2013

Shift Manager

- Supervised staff of 6 employees, training on cash intake, customer service and company policies
 - Trained new employers on customer service and food sanitation regulations
 - Applied management and motivation skills to create a fun team environment for all staff
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HONORS & AWARDS

- Employee of the Month (2015)
- National Honor Society Inductee (2013)

PROFESSIONAL AFFILIATIONS

Bronco Planners, **Member** May 2013 – Present
National Honor Society, **Secretary** March 2013 - April 2014
National Society of Minorities in Hospitality, **Member** August 2012 – Present