

Victor E. Bronco

Fayetteville, NC | 910.672-1098 | Your Email | Your LinkedIn:

EDUCATION

Fayetteville State University, Fayetteville, North Carolina

August 2022- Present

Bachelor of Science in Business Administration

Concentration: *Healthcare Management*

GPA: 3.6 (**only list if 3.0+**)

Honors: Chancellor's List, Dean's List

RELEVANT COURSEWORK (**Only include this section if you have specific coursework relevant to your MAJOR/JOB**)

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

RELEVANT SKILLS (**Only include this section if you have specific SKILLS relevant to MAJOR/JOB**)

- Microsoft 365
- Organizational
- Written Communication
- Collaboration

RELEVANT EXPERIENCE (**action verbs should be present tense if still in current position**)

Residence Inn

Fayetteville, North Carolina

May 2021 - 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 2020- May 2021

Sales Associate

- Received the GOLD STAR award for salesperson 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 2016 -August 2020

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

HONORS & AWARDS

- Employee of the Month (2021)
- National Honor Society Inductee (2023)

PROFESSIONAL AFFILIATIONS

- Bronco Planners, **Member** May 2024- Present
- National Honor Society, **Secretary** March 2023 - April 2024
- National Society of Minorities in Hospitality, **Member** August 2022 - Present