

BILLIE BEACH

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EDUCATION

Bachelor of Science in Business Administration: Finance
California State University, Long Beach (CSULB)

Expected: May 2023

SKILLS/ABILITIES

Business/Sales

- Possess strong analytical and problem-solving skills, with the ability to make well-thought-out decisions based on analysis of financial data and budgets
- Provide superior customer service through listening to customers, anticipating their needs and making recommendations

Communication

- Excel at speaking in public and articulating ideas
- Familiar with digital marketing strategies to effectively promote services on social media including LinkedIn, Instagram, Facebook, YouTube and TikTok
- Fluency in written and spoken Spanish

Technical/Computer

- Proficient in Microsoft Word, Excel, PowerPoint, Canva, and Zoom
- Knowledgeable in Adobe Illustrator

EXPERIENCE

Cashier (Drive-Thru)

August 2021 – Present

In-N-Out Burger, Bellflower, CA

- Deliver exemplary customer service with fellow coworkers to meet company's goal to serve 40 cars per hour
- Adapt to fast-paced environment and transition from one work area to another at a moment's notice
- Participate in community service work trips while collaborating with entire store to give back to those in need

Administrative Assistant

September 2019 – March 2020

CSULB, Long Beach, CA

- Coordinated and directed office services such as departmental finances, budget preparation, personnel issues, and records to aid executives
- Organized meetings, created and sent invitations, prepared agendas and supporting documents for the department dean
- Served as an integral member of the campus regulations reform and production committee

AFFILIATIONS

Associated Business Students Organizations Council (ABSOC)

January 2021 – Present

- Contribute to several committees including fundraising, finance and outreach
- Collaborate with faculty and other student leaders to manage a budget of approximately \$20,000

CSULB Leadership Academy

- Enhanced professional leadership skills by participating in interactive workshops
- Received a certificate of Academic Leadership and acknowledgement at a formal graduation ceremony