

# Carlos G. Amador

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## OBJECTIVE

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To obtain a position that allows me to use my inter-personal skills, drive and determination. To further develop my leadership skills, as well as fulfill a role as an outstanding team player in order to ensure your organization achieves its goals.

## EDUCATION

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**2002 - 2006**                      **MARQUETTE UNIVERSITY**                      **Milwaukee, MI**  
**Bachelor's of Science, International Business, Marketing and Spanish (College of Business Administration)**

## EXPERIENCE

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### **Junior Achievement of Wisconsin, Inc.; Milwaukee, WI**

*Resource Manager*

*08/08-Present*

- Develop and increase community and corporate participation and engagement with the organization in Milwaukee's south area.
- Manage and successfully maintain relationships with a group of over 350 volunteers to ensure a gratifying experience and further their support for the organization
- Enhance public speaking skills by presenting in large number of prospective participants.
- Manage corporate relationships to allow Junior Achievement to carry on its mission.
- Ensure successful volunteer participation at a number of different fundraising events.
- Attend community, chamber and fundraising events to increase awareness of the organization.
- Go through the prospecting process with area corporations that are outsiders to the organization.
- Develop strategic alliances with other non-profit organizations
- Successfully developed partnership with Marquette University, Herzing University, FUEL Milwaukee, Tazino's Pizza and Buffet and ALPFA.

### **ENTERPRISE RENT A CAR; Milwaukee, WI**

*Assistant Manager*

*01/07 -08/08*

- Worked with the branch manager to run the day to day operations.
- Trained and developed employees to handle customers' demands.
- Built relationships by meeting with prospective clients to establish corporate accounts and ensuring customer satisfaction.
- Developed strategies to market to different types of organizations and individual clients
- Sold the image and benefits of Enterprise to customers and prospective clients.

### **MARQUETTE UNIVERSITY; Milwaukee, WI**

*Student Leader*

*02/05-02/06*

- Helped Facilities' Service employees with daily duties.
- Led group of student employees in the performance of different tasks in to ensure turnover in residence halls and dormitory rooms.
- Ensured all tasks were completed and reported to the manager when issue arose.

## **Bilbao Vizcaya Bank (*Banco Bilbao Vizcaya*); San Juan, PR**

**Intern**

*Summer of 2003 and 2004*

- Prepared monthly and yearly reports of reposed cars
- Researched what specific brands of cars were repossessed the most and which dealers had the most cars repossessed.
- Performed in depth research on repossessed cars in the bank's auto department.
- Prepared worksheets with the amount of cars repossessed the previous year based on: the dealership they were sold on, the brand, the month when most repossessions took place and the cars' model/year.
- Collected information on the cars sale market based on their current price at the time.
- Reported research results directly to the manager for appropriate market analysis.

## **AWARDS**

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- Dean's Scholarship Recipient (2002)
- Honors Scholars Society (2005)
- All-Star P.R.H.S.F.L. (2001)
- First Honors in Art Class (2001)
- Second Honors Award (1999)
- Hunger Clean Up (2004)
- Recognized as Corporate MVP for gaining most revenue out of a newly closed account (2008)
- Completed Enterprise's Manager's trainee program and exam with excellent qualifications (2007)
- Received recognition for outstanding sales performance at Elite Awards Dinner on five occasions during my first year at Enterprise (2007-2008).)
- 10K Marathon (2002)

## **ACTIVITIES**

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- Hispanic Professionals of Greater Milwaukee (HPGM)-Chair of MENTE committee
- Hispanic Chamber of Commerce-member
- FUEL Milwaukee- Creative Council
- Board Member-Milwaukee Community Service Corporation
- Board Member-Director Community Affairs-Association of Latino Professionals in Finance and Accounting
- Junior Achievement Volunteer
- Mosaic Partnership of Milwaukee

## **SKILLS**

- Public Speaking
- Inter-personal
- Relationship building
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint- Develop presentations