

Simone R. Bergeron
Seattle, Washington
(323) 237-1224 • simoner.b.1002@gmail.com

QUALIFICATIONS:

- Organized, goal-oriented and dedicated to meeting deadlines
- Excellent communication skills
- Strong moral foundation with the goal to serve my fellow man and company
- Ability to collaborate effectively and work well in an independent setting
- Skilled in computer operations including Microsoft Word, Excel, PowerPoint, Outlook, One Note
- Working knowledge in Spanish: speaking, reading and comprehension

EDUCATION:

Seattle University

Seattle, WA

Bachelor of Arts in Management | 2021 – Anticipated 2023

West Los Angeles College

Culver City, CA

Associate of Arts in Business Administration | 2020 – 2021

Coursework Includes: Accounting I & II, Principles of Economics I & II, Business Law I, Calculus for Business and Social Science, Statistics, Introduction to Computers and Their Uses, Introduction to Business

University of La Verne

La Verne, CA

Completed coursework toward **Bachelor of Science, Business Administration** | 2019 - 2020

Coursework Includes: Accounting I & II, Finance, Economics I & II, Principles of Management, Gender and Culture Issues in Management, Management Information Systems, Operations Management, Principles of Marketing, Business Statistics, Business Ethics, Legal Environment of Business, Communication in Organizations, Event Management and Planning

RELEVANT EXPERIENCE:

Admission Events Ambassador | August 2019 – July 2020

University of La Verne Office of Admissions - La Verne, CA

- Providing campus tours to prospective students and their families
- Providing group tours to high schools and community college groups
- Assisting counselors with college fairs and high school visits
- Assisting with admission events such as Preview Days, Admitted Student Programs, Counselor Tours, and designated College Fair(s)
- Assisting with various projects
- Conducting Saturday tours approximately 1x a month.

Administrative Intern | June 2019 - August 2019

LADOT - Los Angeles, CA

- Provided staff support to colleagues within the Risk Management sector of the Department of Transportation.
- Collaborated effectively by assisting in the research of special projects to enhance the ability to improve, manage and sustain work/life balance.
- Experienced in general office tasks such as: heavy workforce filing, data entry utilizing various computer programs, and redacting information.
- Provided customer support by management of heavy incoming calls, disbursement and redirecting to the appropriate sectors.

LEADERSHIP, ACHIEVEMENTS, and COMMUNITY INVOLVEMENT:

- Award Recipient: 2019 Baptist State Convention Scholarship Award
- Award Recipient: 2019 University La Verne Leo Scholarship
- Volunteer: Help with Monthly Food Bank at Church
- Volunteer: Assisted in handing out bags for runners day before the LA Marathon
- Member: Professional Business Fraternity, Delta Sigma Pi
- Achievement: 2020 Fall Full Time Dean's Honor List, West Los Angeles College
- Achievement: Alfie Scholars Cohort 6, 2021 - 2023, Seattle University