**Jennifer Cardona**

(979) 436-3748 [jcardona163@gmail.com](mailto:jcardona163@gmail.com)

**Objective Skills**

Goal driven and passionate worker Spanish native speaker

with over 10 years of customer support MS Office Suite

experience. Adaptable and eager to learn. Google Workspace Works well in both team and individual Qualtrics

work environment. Canva

Concur

**Academic History and Licenses**

2014 - 2018 Blinn College Bryan, TX

Business/Business Management (51 credit hours)

2014 - Present Texas Cosmetology License

**Professional Experience**

Jan. 2023 - Present **Mays Business School, Texas A&M University - Project Coordinator**

Supervises, coordinates, and assists with the completion of undergraduate projects

* Supervise and evaluate office student workers
* Provides oversight and coordinator for undergraduate student activities and programs
* Oversee the risk mitigation and compliance of office project activities
* Coordinate with applicable units across the University
* Reserve meetings rooms and coordinate calendars
* Purchase materials and supplies for in office use
* Assist with budget forecasting and progress reporting
* Complete expense reports for national and international work travel
* Create media content for student engagement
* Update student information for accuracy and confidentiality
* Reserve venues and catering for events up to 100+
* Book flights and charter transportation for student travel programs
* Oversee contracts to ensure compliance within the University
* Create RSVP links and QR codes
* Assure confidentiality of mail, student records, and compliance with applicable regulations

2015 - 2022 **Celebrity Spa and Salon - Cosmetologist and Client Manager**

Provided oversight and coordination of daily business activities

* Facilitated client consultations and service requests for 100+ clients
* Organized business schedules for over 40 staff members
* Updated business policies and procedures
* Assisted with business inventory and supplies
* Completed monthly purchasing within budget
* Maintained business and client records
* Assessed progress towards monthly retail sales, client retention, and service goals
* Ensured compliance with laws and regulations under TDLR
* Managed timelines for large scale projects
* Designed promotional materials and digital content

Coordinated the planning, promotion, and execution of key business projects

* High profile photoshoots for print media
* Offsite weddings and celebration events
* Media campaigns and service promotions
* New staff onboarding and training
* Continuing education and professional development workshops