

# BELEN CONTRERAS

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## Professional Experience

### INTERNSHIP: DO512

Feb 2023 - Apr 2023

Content Coordinator/Marketing

Austin, Texas

- Daily tasks involve adding events, maintaining Do512 event calendars for venues and artists while reporting to the Content Manager, Director of Operations, Director of Sales and Owner for any tasks.
- Update and Maintain Pages on Site Including:
  - o Promo users/lists
  - o Manage artist pages
  - o Manage venue pages
  - o Assists in Featured Venue management
  - o Mailchimp experience
- Daily Front & Back End Scans for Do512 + Do512 Family + Gay.Do512:

### Bank Teller

Jun 2022 - Jan 2023

Frost Bank

San Marcos, TX

- Maintained confidentiality of bank records and client information.
- Researched and resolved customer issues on personal savings, checking and lines of credit accounts.
- Promoted bank products and services and met or exceeded sales goals.
- Issued and redeemed money orders cashier checks, traveler's checks and savings bonds.
- Delivered exceptional service to customers in person or over the telephone.
- Counted drawers and reconciled remaining cash to account for deposits and dispersals.

### PROJECT: International Business Plan "Thermomix"

Jan 2022 - May 2022

Universidad Antonio De Nebrija

Madrid, Spain

- Purpose of this proposal is to obtain a foreign product and to implement it into European culture, more specifically Spain's culture.
- The product we chose was "Thermomix", a cooking device created from the company Vorwerk which is a German company focused on producing household appliances.
- Created a SWOT analysis on the strengths, weaknesses, opportunities and threats that could be results from implementing the Thermomix into Spain's environment.
- Marketing: A survey would be conducted to gain feedback on what customers are looking for when shopping for a helpful cooking appliance. With this being said, we also decided that it would be best to expand on our social media presence with the hopes of attracting customers of all ages.
- Deeply researched to compare competitors, prices and budgets.

## Education

### Bachelor of International Business, Spanish Minor

Received Spring 2023

St. Edward's University

Austin, TX

- Munday Scholarship Recipient for the Munday School of Business
- Relevant International Business Coursework: Organizational Behavior, Financial accounting, Global Marketing, Business Communication and Managerial accounting.

### Universidad Antonio de Nebrija: Madrid, Spain

Spring 2022

- Study Abroad: International Business Administration and Spanish language
- Relevant Spanish Coursework: Spanish Language intensive reading and writing, Cinema in Spanish and Spain History.

### Skills/Interests

- Strategic Financial Planning
- Excel Knowledge
- Microsoft Office
- Fluent in Spanish

