

ivanna.venegas@gmail.com

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El Paso, Texas

Education

University of Texas at El Paso

BBA in Marketing, Finance Minor

Expected Graduation Date: May 2025

Professional Skills

- Bilingual
- Detail-oriented
- Canva Proficiency
- CRM Proficiency
- Project Management
- Time Management
- Leadership
- Marketing

Work Experience

Marketing & Sales Assistant

2023

SIAPRO | Juarez, Mexico

- Interaction with prospective leads, schedule meetings, follow up activity on leads, and emailing.
- Collaboration directly with CEO to develop sales strategies.
- Implementation of new CRM in Sales department.
- Planning and organizing of company events and designing of sales and marketing material.

Crew Member

2020 - 2022

Chipotle | El Paso, Texas, US

- Collaborated with team members to deliver excellent service and food to our customers.
- Implemented new working strategies to work in a more quick and efficient way.
- Implemented new technology to our work environment.

Leadership

Missionary Work

2023

Juventud y Familia Misionera RC | El Paso, Texas, US

- Organized activities for the local church.
- Went from house to house doing missions.

English Teacher

2021

Casa de Jesus | Juarez, Mexico

- Taught English to elementary girls.
- Organized activities for the girls, such as Christmas Pastourelle and Day of the Dead.

Study Abroad

CIEE Open Campus Block Program | Global Scholar

2023

Rome, Italy - Paris, France - London, England