

Ginette Zetrenne

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Permanent Address:

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OBJECTIVE: Finance major seeking an internship opportunity utilizing my problem solving and decision making skills to further enhance company growth.

EDUCATION

Bachelor of Arts in Finance

University of Florida, Gainesville, FL
GPA 3.51/4.0

May 2011

EXPERIENCE

INROADS Intern, Publix Supermarkets, Inc

- Verified new products entering the product lines of a Fortune 500 company.
- Managed a series of job duties related to handling data transmitted electronically.
- Worked with Logistics Analysts in managing, analyzing and forecasting inventory.
- Assisted the Damage Return Manager by implementing the handling/packaging procedures.
- Wrote weekly reports and/or presentations on tasks for the week.

May 2008 – August 2008

Student Aid Assistant, Office Services Dept, University of Florida Registrar

- Assort and input hundreds of mail from prospective students' admission information into school database.
- Provide services for admissions and registrar office.

August 2009- Present

LEADERSHIP/ACTIVITIES

Minority Business Society

Treasurer

- Manage \$1500 budget on organization's activities.
- Record detailed reports of all funds collected from fundraiser activities.
- Manage Hungry Howie's food sponsorship.

August 2009 – Present

Oasis

Mentor

- Assist minority freshmen with their transition from high school to college.
- Provide the students with available resources on campus.
- Assist the students with campus tours.

August 2008 – Present

Lakeside Area Residential Council

Building Representative

- Serve as representative for buildings 1, 2, and 3.
- Present issues and improvements that residents may have about the buildings.
- Record detailed reports on issues dealing with each of the buildings.

August 2008 – Present

HONORS/AWARDS

- Monster's Diversity Leadership Program
- INROADS Intern
- National Society of Collegiate Scholars
- Florida Opportunity Scholar
- Florida Bright Futures Scholarship
- UF's African American High School Scholars

Summer 2009

May 2008 – Present

January 2008 – Present

August 2007 – Present

August 2007 – Present

May 2006 – August 2006

SKILLS

- Computer: Microsoft Word, Excel, PowerPoint, Typing, Internet
- Language: English, Haitian Creole