

Erika V. Hernandez

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32 Orchard St. Lawrence Ma 01840 (978) 844-9698

EDUCATION

Bay State College - Boston, MA

Business Management- **Bachelors 2012-2014**
Business Administration- **Associates 2010-2012**

Marketing, Fundamentals of Microcomputers, Financial Accounting, Business Law, Managing Human Resources, Principles of Management, Introduction to International Business, Hospitality, Project Management

EXPERIENCE

A Plus Computer Solution “Jerez Electronic”

May 2013 – Present

ADMINISTRATOR

One of my many roles as “Adman” consists of assisting with Administrative support, helping and Advising with executive decisions using a systematic, evaluative, information-based approach rooted in Ethics and social responsibility

- Invoice details, drop off and pick up, raising and progressing purchase orders.
- Research and survey target market in order to understand what services and product trends we need, in Order to meet demands.
- Sales, of both products and services, assist with preparing internal sales reports.

Spaulding Rehab and Nursing

July 2008 – Present

CNA/ OASIS EDUCATOR

Assist Residents to maintain independence.

- Communicate resident and family concerns in order to provide the right care.
- Provide nursing and nursing related services to residents.
- Protect and promote resident rights.

Chikas Boutique

December 2013 – June 2014

SOLE PROPRIETOR

Administrative support and CEO of “Chikas Boutique”, as a team builder and leader, I managed the Sales team and projects in a highly competitive environment.

- Make business decisions using a systematic, evaluative, information-based approach rooted in ethics and Social responsibility.
- Manage Invoice details, Sales details, and Inventory details.
- Research and survey targeted customers and research market trends, in order to launch promotions.

QUALIFICATIONS AND HONORS

- CPR Certified 2004-2015
- Certified Nursing Assistant 2005-2015
- Social Event Planner 2005-2013
- Collegiate DECA Pin 2010-2011
- Deans List - 2013

Languages: English and Spanish Fluently, with a small understanding of Italian.

Skills: Computer literate “Windows and Mac Friendly”, Excellent both verbal and written Communication Skills, Problem Solving Skills, Organization Skills, Management skills

Reference Upon Request

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