

# Stephanie Moreno

Mauldin, SC | Stephanie6512@Gmail.com | 864-569-7589

## PROFILE

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I am currently a Senior at Clemson University looking to obtain a full-time opportunity that will help me grow my analytical and technical skills in the business area.

## EDUCATION

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### CLEMSON UNIVERSITY

CLEMSON, SC

*Bachelor of Arts in Language & International Business*

MAY 2025

- Language: Japanese
- Minor: Music
- GPA: 3.54

### CHUKYO UNIVERSITY

NAGOYA, JAPAN

*Study Abroad in Nagoya Japan Fall Semester of 2024*

FALL 2024

## PROFESSIONAL EXPERIENCE

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KELLERMEYER BERGENSONS SERVICES

GREER, SC

### ADMINISTRATIVE ASSISTANT

JUNE 2022 – PRESENT

- Managing recruitment efforts for 4+ different job sites, ensuring each site has a continuous pool of qualified candidates
- Leading the employee hiring process, from sourcing candidates to extending offers and facilitating onboarding processes
- Working closely with the Badging/Security Offices to facilitate access to job sites for new hires
- Collaborating with vendors to source suitable candidates, resulting in a 50% increase in the number of qualified candidates

JPMORGAN CHASE & CO.

WILMINGTON, DE

### CHASE LEADERSHIP DEVELOPMENT PROGRAM SUMMER ANALYST

JUNE 2024 - AUGUST 2024

- Led the strategy and discussion to redesign the portfolio dashboard that managed over 150,000 customer accounts
- Analyzed lending decline rates, examined 40+ reasons, and proposed strategies to improve approval rates
- Researched 7 competitors, assisted building the first competitive intelligence inventory, and benchmarked 13 key metrics

## HONORS & ACTIVITIES

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LATINOS UNIDOS AT CLEMSON UNIVERSITY

CLEMSON, SC

### PUBLIC RELATIONS

AUGUST 2022 – AUGUST 2024

- Managing 3 social media platforms, posting 2-3 times per week, resulting in a 25% growth in followers over 12 months
- Establishing partnerships with 2 minority organizations, co-organizing events that showcased diverse cultures

ASSOCIATION OF LATINO PROFESSIONALS FOR AMERICA- CLEMSON UNIVERSITY

CLEMSON, SC

### MARKETING DIRECTOR

AUGUST 2022 – AUGUST 2024

- Designing visually appealing event flyers using Canva to effectively capture the event's theme and purpose
- Successfully producing 20+ event flyers, resulting in a 50% increase in attendance compared to previous years

## LANGUAGES

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**English** (Fluent/Native Proficiency) | **Spanish** (Fluent/Native Proficiency) | **Japanese** (Intermediate Proficiency)