

D A F N E E G I P C I A C O L E B R Ó N

P.O. Box 647 Hormigueros, P.R. 00660
Phone: 787-849-2049 • Mobile: 787-310-9131 • E-mail: dafne_dafne@hotmail.com

OBJECTIVE

To be a part of the Interdisciplinary Group UPR/PUPR/ATI in order to develop leadership and work-experience skills, to practice and enlarge my knowledge, as well as to share the experience with professionals in the field and learn from them.

EDUCATION

**August 2000
at present**

Accounting Major

University of Puerto Rico Mayagüez Campus, Mayagüez P.R.

- Candidate for bachelor degree in Business Administration, May 2006
- Candidate for a Certificate in Project Management, May 2006
- 107 of 144 credits approved
- GPA of 3.17 on a 4.0 scale

PROFESSIONAL EXPERIENCE

**March 2004-
present**

Kevane Soto Pasarell Grant Thornton, LLP

Certified Public Accountants' Firm, San Juan, Puerto Rico

Representative of the Company at Mayagüez

- Attract, retain and motivate the best, most qualified people to serve our clients, be present at activities in representation of the company, organizing interview events, maintain and support the excellent image of the company.

**June-July
2004**

Department of Economy

University of Puerto Rico Mayagüez Campus, Mayagüez P.R.

Office Assistant

- Filing, answering phone calls, letter writing, management of an office and general clerical work.

**January-May
2004**

PR Reads 2 Program - Department of English

University of Puerto Rico Mayagüez Campus, Mayagüez P.R.

Tutor

- PR Reads 2 is a program in which tutors introduce children, between the ages of 5-11 yrs, to the culture of reading, involves reading books to kids and analyzing the meaning of the reading.

**June-July
2003**

Department of Business Administration

University of Puerto Rico Campus, Mayagüez P.R.

Professor's Assistant

- Organization of meetings, contacting people, letter writing, keeping an agenda and general office work.

SKILLS

Communication: outstanding domain in English and Spanish, both written and oral, plus knowledge in Italian, oral presentation. *Computers*: excellent management of computerized data processing (Microsoft Office 2000, Windows). *Leading, professional* (personal initiative and presence) and *self-management* (ethical behavior, performance responsibility) skills.

REFERENCES

Available upon request.