

ANDREINA DIAZ

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EDUCATION

Florida International University
Bachelor: **International Relations**
Minor: **Human Rights**

Dec. 2018
GPA: 3.58

LEADERSHIP

Florida International University Women's Rugby Club Miami, FL

Vice President of the Women's Rugby Club

Jan. 2018 - Present

- Assists President with paperwork, preparations, club dues and trainings
- Networks with sponsors and coordinate visits
- Ensures great repertoire for team through built connections with administration

Co-Captain of the Women's Rugby Club

Jan. 2018 - Present

- Arranges team building opportunities to ensure an amicable spirit
- Resolves scheduling conflicts and led team when captain was injured
- Applies evaluation system to make player transitioning more successful

Match Secretary of the Women's Rugby Club

Aug. 2017 - Present

- Manages team schedules of both rival and home team
- Keeps coaches and teams informed of any announcements or changes through bi-weekly emails
- Coordinates transportation for away games

EXPERIENCE

Athleta Coral Gables, FL

June 2016 - Present

Sales Associate

- Provide exceptional customer experience and recommends styles, patterns and accessories to clients based on their needs, fashion taste and interest
- Assist clients at checkout and ensure a great start-to-end enjoyable shopping experience
- Maintain inventory, price checks during sales and monitor stock cleanliness at all times
- Responsible for store twitter page, follow comments and hashtags of the store and reviews. Utilize social media to promote store events and maximize visitor traction to elevate sales
- Implemented recycling program for the store, oversee its continued efficiency

Flower Trend Miami, FL

May 2014 - Present

Decorative Assistant

- Assist with all prepping, purchasing and orders prior to events
- Loading/unloading flowers, props and décor when at venue
- Supervision and training of new employees
- Coordination of "day off" setup; includes placement of arrangement and assembling of decorations

Shake-A-Leg Miami Coconut Grove, FL

June 2013 - Aug. 2015

Administrative Assistant

- Managed all administrative tasks such as phone calls, opening and closing of location, reservation inquiries, price checks and events
- Responsible of filing customer information and the keeping of all Safety Waivers on case of injury or tracking needs

Head Counselor

June 2014 - Aug. 2014

- Handled volunteer sign-in/sign-out sheets
- Served as a supervisor for other counsellors; trained new supervisors, guided them and assisted with any issues/situations
- Planned schedules of counsellors throughout season based on availability, events, number of kids and business need

INTERNSHIPS

International Solidarity for Human Right Miami, FL

Aug. 2018 - Dec. 2018

Florida International University Intern

- Educate others on the importance of Human Rights
- Create presentation to introduce during class lectures
- Work in tandem with co-founders and university faculty to create a *Route to Human Rights* at FIU

FIU Office of University Sustainability Miami, FL

Sept. 2018 - Dec. 2018

Zero Waste Intern

- Promote waste minimization on campus
- Create reduction initiatives including recycling, reuse, and composting
- Outreach with outside businesses and individuals in the field of sustainability
- Assist social media intern with weekly waste minimization posts
- Plan and coordinate events

SKILLS

- Proficient in Excel, PowerPoint & Word
- Social Network Channels (Instagram, Facebook, Twitter, etc.)
- Elementary Photoshop

LANGUAGES

- Fluent English & Spanish (written and verbal)
- Elementary Portuguese

CERTIFICATIONS

•Lifeguard Certification •First Aid and CPR certified •Trained in AED •SCUBA Certified •Boating License •Basic Water Safety Certified