

# **BILLIE BEACH**

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## **EDUCATION**

**Bachelor of Science in Business Administration: Finance**  
California State University, Long Beach (CSULB)

**Expected: May 2023**

## **SKILLS/ABILITIES**

### **Business/Sales**

- Possess strong analytical and problem-solving skills, with the ability to make well-thought-out decisions based on analysis of financial data and budgets
- Provide superior customer service through listening to customers, anticipating their needs and making recommendations

### **Communication**

- Excel at speaking in public and articulating ideas
- Familiar with digital marketing strategies to effectively promote services on social media including LinkedIn, Instagram, Facebook, YouTube and TikTok
- Fluency in written and spoken Spanish

### **Technical/Computer**

- Proficient in Microsoft Word, Excel, PowerPoint, Canva, and Zoom
- Knowledgeable in Adobe Illustrator

## **EXPERIENCE**

- Coordinated and directed office services such as departmental finances, budget preparation, personnel issues, and records to aid executives
- Organized meetings, created and sent invitations, prepared agendas and supporting documents for the department dean
- Served as an integral member of the campus regulations reform and production committee

## **AFFILIATIONS**

**Associated Business Students Organizations Council (ABSOC)**

**January 2021 – Present**

- Contribute to several committees including fundraising, finance and outreach
- Collaborate with faculty and other student leaders to manage a budget of approximately \$20,000