

STEPHANIE PINA

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Education

Southeast Community College
Certificate of Business

University of Nebraska- Lincoln
College of Arts and Science
Major: Communications Studies
Minor: Advertising and Public Relations

January 2024 - current

Skills

Computer: Word, Excel
Language: fluent in English and Spanish
Self: Customer services, Communication, Organization, Problem solving

Experience

Southeast Community College Lincoln, NE

Business Division office receptionist

November 2021 - December 2023

- Assist students in finding who their adviser is.
- Fulfill syllabus on computer and excel sheet.
- Process and handle supplies that were delivered.
- Originated classrooms with supplies.

Awards & acknowledgments

Susan Warren Buffet Scholar

July 2020 - present

Southeast Community College
Dean's List Spring Semester & Fall

January 2023 - August 2023