

# VINCENT PATINO

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## EDUCATION

*University of Central Florida*

December 2009

Bachelor of Science in the College of Business Administration

- Major in Business Economics
- Minors in Political Science and English
- Track in International Economics
- Internships with *The Colbert Report* and *The Florida Review*

## EXPERIENCE

Air and Sea Parking, *Fort Lauderdale*

June 2012 – November 2013

### **Front Desk Representative and Driver**

- Welcomed customers and logged their vehicles into a database
- Increased revenue by selling details and maintenance services
- Organized and maintained the office and garage

Mack and Associates, *Chicago*

June 2010 – June 2011

### **Temporary Employee**

- Managed file rooms for property managers and an x-ray technician
- Prepared several conventions and supported educational staff
- Greeted hotel guests and resolved issues with their stay

Florida Department of Transportation, *North Miami Beach*

January 2010 – April 2010

### **Administrative Assistant**

- Answered phone calls and handled e-mail with Microsoft Outlook
- Transcribed meetings and wrote documents with Microsoft Word
- Ordered supplies, kept inventory with Excel, and organized the office

WUCF-FM, *Orlando*

### **Production Assistant**

October 2007 – November 2009

- Produced and edited *Weekend Beat* with Adobe Audition
- Recorded station promos and underwriter advertisements
- Assisted the station engineer with wide range of technical tasks

### **Front Desk Receptionist**

August 2005 – September 2007

- Greeted guests, answered calls, and gave tours of the station
- Typed correspondence and underwriter logs with Word and Excel
- Increased revenue by taking donations at seasonal fund drives

## SKILLS

- Advanced expertise with Microsoft Word, Excel, PowerPoint, and Outlook
- Intermediate fluency in Spanish
- Natural problem solver with meticulous organizing abilities
- Proclivity for working with computers and office equipment

## REFERENCES

David Francin	Assistant Manager, <i>Air &amp; Sea Parking</i>	(954) 232-0891
Ivan Hay, P.E.	Resident Engineer, <i>FDOT</i>	(305) 650-0016
Ken Rabac, Ph.D.	President, <i>ACS</i>	(407) 595-8494
Patricia Stucky	Office Manager, <i>WUCF-FM</i>	(407) 823-0899
Nicole Voeller	Temporary Director, <i>Mack &amp; Associates</i>	(312) 368-0677
Adam Wager	Associate Producer, <i>The Colbert Report</i>	(212) 649-6215
Charlene Walker	Office Manager, <i>Abramowitz &amp; Pomerantz</i>	(954) 572-7200

More available upon request