**Aralee Fajardo**

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(757) 270-6310

**Objective**

To work internationally in business, marketing, IT, or graphic design.

**Education**

* Global Studies & World languages Academy at Tallwood High School, Virginia Beach, VA (2008-2012)

- G.P.A.: 3.86

- Expected Graduation Date: June 2012

**Activities/ Achievements**

* Attended multiple leadership workshops in Tallwood High School (2008-2012)
* Recruited in Japanese Honor Society (2009-2012)
* Attended MUN in College of William & Mary (2009-2011)
* Vice President of Tallwood Academy Global Studies Society (2010-2011)
* Secretary of Tallwood Key Club (2010-2011)
* Cluster leader of Tallwood Honor Society (2010-2011)
* Active member of Future Business Leaders of America (2010-2011)
* Collaborated and Promoted with Y-Street (2010-2011)

**Volunteer Experience**

* Designed Tallwood school bus float in Neptune Festival (2008)
* Mentored, promoted, and collaborated in the "Making a Splash" Summer Reading Program in the Central Library (2009-2010)
* Operated food drives and free lunches to Homeless Children by the beach for Key Club and Noble teens (2008-2011)
* Cooperated and helped Organized Shamrock Marathon (2008-2011)
* Volunteered with Susan B. Comen "Fight for Breast Cancer" Marathon (2008-2011)

**Proficiencies**

Marketing/ Sales/ Promotion

* Placed 2nd for Marketing Study Case Presentation in Virginia Virtual Enterprise State level Competition
* Designed and distributed brochures and flyers for Kafe Fruta
* Marketing Associate - Cover Designer for GSWLA International Business

Management / Training / Organizational Ability

* Developed and presented sales presentations for Virtual Enterprise Case Study Competition
* Helped organize agenda for We Share One World in Tallwood High School
* Assistant organizer for Shamrock Store in Shamrock Marathon
* Oversaw traffic management like creative print, advertising, web opportunities for Kafe Fruta

Computer Literacy

* Placed 3rd for Business Card Design in Virginia Virtual Enterprise State level Competition.
* Program Expertise: Microsoft Word, MS Publisher, and MS PowerPoint; Outlook, Paint.net, Wikispace, Weebly.
* Designed elaborate business cards and brochures with Microsoft Word, Microsoft Publisher, and Paint.net.

Communications and Languages

* Presented to multiple professional board members.
* Experienced to present up to 30 people.
* Proficient in English, Tagalong, and Japanese.
* Novice in French and Spanish.