

# Angelica Alban

To promote a positive safety culture, minimize employee injuries and contribute to the company's bottom line by engaging employees and management in the safety program while promoting organization-wide safety and health initiatives in compliance with local, state and federal laws and regulations

## EDUCATION

**Columbia Southern University, M.S. Occupational Safety & Health**  
MAY 2021

**University of South Florida, B.S. Entrepreneurship/Minor in Marketing**  
MAY 2019

**University of San Buenaventura, Cali, Colombia, B.S. Industrial Engineering, Junior Year**  
JUNE 2001

## EXPERIENCE

**Pinellas County School – Garrison-Jones Elementary/ Substitute Teacher**  
SEPTEMBER 2019 TO PRESENT

- Dedicated and reliable K-12 substitute teacher
- Passion for quality education and student/school success. Skills and knowledge areas include K-12 Instruction, ESL / ESOL Instruction, Ability to Follow Lesson Plans, Student Records Management, At-Risk & Special Needs Students, Classroom Management & Discipline, Student Engagement, Technology Integration
- Fulfill both short- and long-term substitute assignments across all subject areas, effectively teaching students of varied academic/age levels and diverse cultural backgrounds
- Instruct classes of as many as 20 students; communicate with teachers, administrators and parents; and build a positive rapport with students

**Cima Sportswear, LLC – Palm Harbor, FL – Founder/CEO**  
MARCH 2017 TO PRESENT

- Founded, designed and led the manufacturing, distribution and sales of “Bee Mine Sportswear” brand of Yoga pants
- Negotiated sourcing of materials, led identification of production facilities, managed quality control, accounting and customer service
- Directed import/export logistics from Cali, Colombia and headed direct sales to customers in the United States of America

**Dan's Fan City – Oldsmar, FL – Office Assistant**  
JULY 2009 TO OCTOBER 2011

- Skillfully managed a wide range of office and sales support tasks, including accounts payable, accounts receivable and payroll processing while handling 100+ daily orders
- Leveraged strong multitasking skills to manage customer service, data entry, invoicing, inventory control, merchandising, and purchasing
- Facilitated the development of office operations manual to effectively guide associates and future employees
- Responded to customer inquiries in person and over the phone
- Liaise with cross-functional teams in support of customer needs
- Administered banking, deposits, account registry, payroll, and distribution of employee checks

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## SKILLS

- Strong communication, teamwork, analysis, judgment,
- Thrive on working in a challenging environment
- Demonstrate, anticipate, and solve practical problems
- Strong attention to detail, good proofreading skills, excellent reliability and initiative
- Establish and maintain professional relationships with individuals of varying social and cultural backgrounds
- Demonstrate good judgment and foresight, moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people
- Conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Proficient in Microsoft Office applications including PowerPoint, Excel Pivot Tables, Microsoft Word, Outlook

## LANGUAGES

Bilingual English/Spanish

## PROFESSIONAL MEMBERSHIPS

- American Society of Safety Professionals
- The National Society of Leadership and Success

## VOLUNTEER EXPERIENCE

Legends Hospitality, LLC

- Operate concession stand to raise funds for a non-profit
- Focused on customer service, employee and food safety