

LATOYA S. BUNTUN

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OBJECTIVE

To obtain a position where proven skills in leadership, planning, decision making and innovation will assure strong performance in marketing and new business development.

EDUCATION

- B.S. May 2007 **Business Management and Electronic Business**
Minor: Spanish
Concentration: Global Trade and Finance
Southern University A&M College, *Baton Rouge, LA*
Dean's List
- A.A. May 2004 **Business**
Cosumnes River College, *Sacramento, CA*
Dean's List
- Study Aboard **Business and Spanish**
UNIVO University, Orizaba, Veracruz, Mexico
Summer 2005, 2006

PROFESSIONAL EXPERIENCE

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|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Student Assistant
April 2003 – August 2004 | California Department of Education
Special Education Division
Administrative Services Unit
Sacramento, Ca |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

Responsible for collaborating with grants staff in tracking, logging, retrieval, and mail-outs of grants documents. Carried out various projects and tasks for division staff. Maintained receptionist duties as needed and answered multi-line phones. Developed and prepared personnel request packages for hiring of staff including typing personnel request forms, creating duty statements from handwritten information, creating job announcements. Audited student assistant (semi-monthly) and staff (monthly) timesheets for accuracy, developed student assistant employee action authorizations and all other vital information pertaining to student assistant documentation, continuously updated payroll calendar for students, utilized Excel spreadsheet.

Student Assistant
August 2001 – May 2002

California Public Employees Retirement System
Sacramento, Ca

Responsible for the development of health maintenance operations and dental through a high technology intra system. Answered multi-line telephone. Responsible for customer service and clerical support for assigned staff members. Responsible for the following Administrative Functions: Generate mailings, mail runs, Xerox, collating, stapling, fax copies, and create documents. Carried out special projects that required daily updates.

Summer Intern – Teaching Assistant

Sacramento Unified School District
Sacramento, Ca

June 1996 – August 1996

Provided classroom assistance at the elementary school level. Supervised instructional and social activities for students. Designed and developed writing skills exercise incorporating student journals.

COMMUNITY SERVICE

- Youth Activities Director, Destiny Church, 1996-present
- Spanish Tutor for Southern University A&M College, 2006, 2007
- Musical Director Assistant, Upper Bound Gospel Choir, Southern University, 2006

AWARDS/RECOGNITION/SCHOLARSHIPS

- National Dean's List, 2002-2007
- Academic Excellence Award for Black History Month, 2002-2004.
- Dean's List, 2000-2007.
- Boeing Academic Scholarship, 2004-2006
- Hewitt Academic Scholarship, 2004-2006
- Inducted into Beta Gamma Sigma International Honor Society, 2006
- "Gala on the Bluff" Chancellor's Award 2004-2006
- Inducted into Alpha Mu Gamma Honor Society as a lifetime member, 2006
- A member of Delta Sigma Theta Sorority, Inc. , 2007

SKILLS

- Proficient in Microsoft Word, EXCEL, PowerPoint, Outlook, FrontPage, Access, Internet Explorer, Web Design, as well as other Internet and e-mail applications.
- Excellent interpersonal skills.
- Ability to speak and write clearly, concisely, and logically.
- Strong time management and project coordination.
- Excellent organization and planning skills.
- Excellent team player.
- Received a Certificate in SAP.

References available upon request.