



# ALEJANDRA QUIROZ

## Business management

Motivated and entrepreneurial 23-year-old professional with hands-on experience in event management, business ownership, and diverse sales roles. Proven ability to lead, adapt, and deliver results in fast-paced environments. Recently returned to recruiting for a former company and now eager to contribute to the growth and success of a dynamic team. Driven, reliable, and ready to make an impact.

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 San Diego , CA

## Education

**Business management**  
**Universidad Autonoma de Guadalajara**  
2020-2023

**Culinary**  
**UNICO/ UAG**  
2020-2023

## Expertise

Digital Marketing

Branding

Direct Sales

Administrative work

## Language

English

Spanish



## Work Experience

### Servicios Aduanales Insurgentes

2020  
-  
2023

Import/Export agent

- Prepare or verify trade documents like invoices, packing lists, certificates of origin, bills of lading, and letters of credit.
- Ensure compliance with international trade laws, customs regulations, and import/export lic
- social media

### Four points by sheraton

Front desk agent

2023  
-  
2024

- Check guests in and out efficiently, handling reservations, room assignments, and issuing keys.
- Provide information about hotel facilities, local attractions, transportation, and dining.
- Answer phone calls and emails, respond to inquiries, and take reservations.
- Update guest records, process registrations, and maintain accurate logs (check-ins, check-outs, room status).
- Prepare bills, handle cash, credit card transactions, and process payments.

### Aspire

Sales Junior Director

2024  
-  
2025

- Assist in developing and executing sales strategies to achieve revenue targets.
- Help identify new markets, segments, and growth opportunities.
- Supervise and motivate sales teams or account managers to meet their goals.
- Conduct regular meetings to review performance, share updates, and provide coaching.
- Help with onboarding and training new sales staff.

Administrative assistant/ Recruiter

- Review resumes and applications to identify qualified candidates.
- Conduct initial phone screens or video interviews to assess skills, experience, and cultural fit.
- Shortlist candidates and present them to hiring managers.
- Schedule interviews between candidates and hiring teams.
- Prepare interview guides and collect feedback from interviewers.

## References

### **Luna leung**

CEO/ Legacy Management

+1 (510) 673-9768

[luna.leung@gmail.com](mailto:luna.leung@gmail.com)

### **Destiny Tuango**

Administrative supervisor/ Aspire

(858) 837-4442

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## Certifications

### **Corepower sculpt teacher training**

- Plan and teach sculpt workouts, guiding participants through a series of exercises targeting different muscle groups (like arms, core, glutes, legs).
- Demonstrate proper form and technique for each exercise.
- Offer modifications to suit beginners, intermediate, or advanced participants.
- Encourage participants to push themselves safely, stay motivated, and reach their fitness goals.