

ANGEL EMILIO MUINA

JUNIOR BUSINESS ANALYST + STUDENT

A RESULTS-ORIENTED YOUNG PROFESSIONAL THAT IS PASSIONATE ABOUT MAKING A DIFFERENCE THROUGH HARD WORK

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EXPERIENCE + LEADERSHIP

Christopher Columbus High School Honors Science Lab

Assistant

Miami, FL

August 2015 – May 2016

- Executed organizational tasks necessary for daily lab operation
- Assisted in the coordination of lab projects

Christopher Columbus High School Yearbook

Creative Assistant

Miami, FL

August 2015 – May 2016

- Performed creative services including graphic design, drafting and layout formatting

Jorge Mas Canosa Foundation

Volunteer

Miami, FL

September 2013 – May 2016

- Followed up with various clients on matters related to the foundation's needs
- Assisted in managing the logistics of the golf tournament and scholarship luncheon, including coordinating deliveries with vendors, managing crowds and performing miscellaneous tasks during the events

Marin and Sons

Intern

Miami, FL

July 2013 – May 2016

- Managed voter outreach for various referendums, including the Florida International University expansion and Jackson Memorial Hospital referendum
- Oversaw social media operations for various campaigns for the firm

Christopher Columbus High School Explorer Basketball

Player / Team Captain

Miami, FL

October 2012 – May 2015

- Played for three years and was awarded Most Valuable Player award during the North Broward Prep Tournament
- Elected team captain for two successive seasons, helping to manage the team and lead practices

EDUCATION

Miami-Dade College

Currently Pursuing – Associate's Degree in Business

Miami, FL

August 2016 – Present

Christopher Columbus High School

Graduation

Miami, FL

May 2016

SKILLS + CERTIFICATIONS

- Experienced in social media management and content creation (Facebook, Twitter, Instagram)
- Proficient in Microsoft applications (Word, PowerPoint, Excel, Outlook)
- Proficient in Adobe Creative Suite (Photoshop, Acrobat)
- Fluent in Spanish