

Camille M. Pellegrino

CMPellegrino@ufl.edu

EDUCATION

University of Florida – Hough Graduate School of Business
Master of Business Administration
Concentration: Marketing, Latin American Business
Gainesville, FL
May 2009

Georgetown University
Bachelor of Arts in Studio Art
Minor: Spanish
Washington, DC
May 2003

Pontificia Universidad Católica, Universidad de Chile
Council International Study Abroad Program
Santiago, Chile
March 2002 - July 2002

EXPERIENCE

Closer, Administrative Manager
1st Mortgage Bankers Corp. and Title Company
Miami, FL
July 2005 - July 2007

- Satisfied all Title requirements in order to close residential and commercial loans
- Prepared Closing Statements, performed closings, and disbursed all funds
- Developed marketing tools to recruit new clients and manage existing ones
- Responsible for all accounts payable and receivable for Mortgage and Title companies
- Approximately 80% of all business transactions conducted in Spanish

Part-Time Sales Associate
Perry Ellis International Inc., Original Penguin Retail Store
Miami Beach, FL
October 2005 - July 2007

- One of ten original employees selected to aid in the opening of the company's second retail clothing store
- Contributed to seasonal changes in store's layout, design, and appearance
- Assisted customers with all retail transactions

Elementary School Art Teacher
Department of Education of Puerto Rico
Caguas, PR
August 2003 - May 2005

- Created, planned, and developed school-wide art program and student gallery
- Executed weekly (grades 1-3) and bi-weekly (grades 4-6) art classes to 350 students
- Organized collection of new and used art supplies within school community to be utilized during classes
- Presented all lessons and conducted all other business exclusively in Spanish

SKILLS

Language: Fluent in Spanish, intermediate familiarity in Portuguese, basic familiarity in Italian

Computer: Microsoft Office (Word, Excel, PowerPoint), Adobe (Photoshop, Premiere, Illustrator), Encompass Mortgage Automation System, AIM Title and Escrow Management System, Quickbooks

Other: Notary Public in the State of Florida

ACTIVITIES

Interviewer
Georgetown University Alumni Admissions Program
San Juan, PR, Miami, FL, Gainesville, FL
September 2003 - Present

- Aid in the selection process of undergraduate students through conducting interviews with prospective candidates and writing detailed reports for the Admissions Board

Coxswain
Georgetown University Crew
Washington, DC
September 1999 - May 2000

- Men's Lightweight Eight