



Nabby Rivera – Jeonju, Korea

Objective

My objective is to have a fulfilling career where I can have purpose, expand my horizons and know that I am helping someone.

Education

Full Sail University
Music Business, B.S.
Salutatorian

College of Central Florida
Business Administration, A.S.
Phi Theta Kappa Honor Society

Experience

SLP Academy

Jeonju, Korea

April 2015-April 2016

- Educate students on current curriculum
- Educate on language and phonics
- Create lesson plans using teacher's edition of school books
- Monitor and guide students during field trips
- Create review worksheets as needed
- Conduct definition tests and dictation tests as needed

A Family Veterinarian:

Assistant Office

Manager/Technician

April 2012 –March 2015

- Handle merchant services
- Organize office paperwork
- Deposit/Cash drawer management
- Customer service
- Event coordinating

Cupid Fashion:

Assistant Store Manager

Oct 2011 – March 2015

- Customer service
- Employee training
- Schedule management
- Deposit/cash drawer
- Social networking
- Thief prevention

Ocala Language Academy:

Spanish Teacher

Oct 2013 – March 2014

- Organize class work
- Create lesson plans
- Assist office manager

Internship: Ocala Insomniac Theatre, Live Productions

Fat Girls

February 2013

- Stage manager
- Managed cast of 10 people
- Sound engineer/cue manager

Macbeth

September 2012

- Assistant director/Stage-Prop manager
- Managed cast of 25 people
- Sound/Light cue manager

Skills

Bilingual: English, Spanish
Leadership/Organization

Budgeting
PC and Mac proficiency

Microsoft Word, Excel,
PowerPoint, Outlook