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| giuliana.jpg  **Giuliana Carmela Minervini**  41 Stirling Terrace  Totowa, NJ 07512  gcminervini@aol.com  010-5652-1985 | |
| **EDUCATION** | **B.S. Business Administration with a concentration in Marketing** 2003-2007  Fordham University, Bronx, NY   * Graduated with G.L.O.B.E honors (Global Learning Opportunities and Business       Experiences) a program providing international business skills * Received scholarship to attend Education Without Borders, a conference that took place in Abu Dhabi from February 24-27, 2007.  Was chosen as a student ambassador after submitting a paper concerning the media's social impact on society. * Spent a semester studying in Rome and took three international business courses, a language course, and an Italian design course.  Spent weekends travelling, visiting 16 different cities throughout Europe. |
| **EXPERIENCE** | ***English Instructor*** January 2009-December 2010  Leadersville English Institute, Bundang, South Korea   * Prepared lessons and taught ESL classes for elementary through high school students. * Graded written essays and speaking tests for iBT TOEFL exams   ***Marketing Assistant*** January 2008-June 2009  Wine and Spirits Magazine, NY, NY   * Created online event promotion in blogosphere and social networking platforms * Assisted in the planning of wine tasting events hosted by the magazine in L.A. and Seattle * Researched product placement opportunities * Search engine marketing; Developed key words to increase more website traffic * Basic administrative duties: handled phone calls, scheduling, filing, Excel, Word, etc.     ***Promotional Team***  February 2008-August 2008  Driven Talent, Staffing Express, Alloy Marketing, NY, NY   * Helped create awareness and generate interest in various events and products through direct marketing     ***Assistant Manager*** June 2007-December 2007  City Vino, Jersey City, NJ   * Was in charge of restaurant in absence of the owner * Handled all customer complaints/problems * Handled reservations or planning of small private parties * Took care of scheduling and inventory     ***Sales Associate*** June 2007-December 2007  RVD Wines & Spirits, Jersey City, NJ   * Represented wines from Spain and South America and conducted wine tastings with clients, educating them on RVD’s products so they would be more inclined to sell them in their establishment or carry them if they did not already |