

## **NENA F FESPERMAN**

(404) 386-3968 (Home)  
2699 CALADIUM DR.  
Atlanta, GA 30345  
venusa1201@gmail.com

---

### **Summary**

I have 14 years of experience, including as a Small Business Owner, as a VOLUNTEER TEACHER and as a CONGRESSIONAL STAFF in industries including Membership Organizations. Most recently, I have been working as a Small Business Owner at CUSTOMER VALET LLC from October 2011 to August 2016. My skills and experiences include: Financial Statements, Policy Analysis, Pricing, Shipping. I hold a Bachelor of Science in Commerce degree in MAJOR IN BANKING AND FINANCE from FATIMA COLLEGE OF CAMIGUIN.

### **Experience**

CUSTOMER VALET LLC, ATLANTA, GA Oct. 2011 to Aug. 2016

#### **Small Business Owner**

Owned a small business. Directed operations of a company. Oversaw service-providing activities. Supervised distribution activities such as determining shipping methods. Directed pricing and sales activities. Reviewed sales reports and financial statements. Measured productivity and cost efficiency. Cooperated on all levels to develop effective internal procedures. Maintained smooth daily operations. Managed staff schedules and work assignments. Conducted staff performance evaluations. Planned the use of materials and goods.

REHOBOTH BAPTIST CHURCH, LAWRENCEVILLE, GA Sept. 2008 to Present

#### **VOLUNTEER TEACHER**

Directed youth lessons and activities.

PROVINCIAL GOVERNMENT OF THE PHILIPPINES, MAMBAJAO CAMIGUIN PROVINCE Mar. 2002 to Oct. 2008

9100, Outside U.S.

#### **CONGRESSIONAL STAFF**

Supervised office staff. Resolved employee disputes. Trained employees on work procedures. Evaluated employee job performance. Recruited, interviewed, and hired employees. Explained work procedures and company policies to staff. Ensured policies and procedures were followed. Scheduled staff. Monitored and ordered office supplies. Maintained office records. Disciplined staff.

### **Skills**

Financial Statements, Languages, Microsoft Office, Policy Analysis, Pricing, Sales, Shipping

### **Certifications and Professional Licenses**

Certificate: CARE GIVER CETIFIED, PHILIPPINES, 2005; Outside U.S. , Philippines

### **Education**

2003 FATIMA COLLEGE OF CAMIGUIN, MAMBAJAO, CAMIGUIN 9100

**BACHELOR OF SCIENCE IN COMMERCE: MAJOR IN BANKING AND FINANCE**

**Course Work Completed : COMMERCE**

### **Affiliations**

SMALL BUSINESS OWNER

### **Volunteer Activities**

I VOLUNTEER AS A TWO AND THREE YEARS OLD TEACHER SINCE 2008 TO PRESENT. I LOVE WHAT I DO FOR CHILDREN AND TO SEE THEIR DEVELOPMENT.

### **Interests**

I LIKE COOKING AND ENJOY EXPERIMENTING ON FOODS