

Theresa Bourgress
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PROFILE

Motivated and hardworking multilingual finance student anticipating graduation in May 2025 and aspiring to progress into an MBA program.. Currently pursuing internship opportunities in business, consulting, or financial sphere for Summer 2024.

EDUCATION

Governors State University
B.S in Business Administration
B.S in Finance

Graduation: May 2025
University Park

PROFESSIONAL EXPERIENCE

Community High School District
Paraprofessional Aide

March 2023 - July 2023
Oak Lawn, IL

- Delivered personalized educational, behavioral, and emotional support to students to enable positive learning outcomes
- Assisted students with language barrier by translating from Arabic and French
- Received the Positive Feedback Award for the District which was voted on by teachers, parents, and students
- Ensuring a complete and accurate channel of communication between teachers, parents, and the students via email correspondence and calls

IQ Tutoring Center
Language Tutor

March 2023 - July 2023
Chicago IL

- Designed dynamic lesson plans that were customized for student interest
- Directed after school language tutoring for diverse students ranging from 5-30 years old and various primary languages
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results

Arch Telecom T- Mobile
Sales expert

October 2022 - January 2023
Chicago, IL

- Educated customers about product features and benefits to aid in selecting the best options for each individual's needs
- Generated highest sales in Chicago regional district
- Built rapport with customers and assessed needs to make product recommendations and upsell
- Showcased product features to customers and discussed technical details to overcome objectives and lock in sales
- Assisted coworkers for Arabic and French translation during their sales

LEADERSHIP EXPERIENCE

Fix and More
Store Manager

September 2021- September 2022

- Developed professional skills through interviewing and training new hires
- Analyzed daily reports and data analysis for three different locations
- Generated highest daily sales throughout employment period
- Exhibited emotional intelligence to build relationships with customers and meet their product needs to generate sales

HONORS

Employee of the Month Award (January 2023) for the highest sales for Arch Telecom T-Mobile Chicago regional district | President's List Spring 2023 semester | Working proficiency in Arabic and French | Limited working proficiency in Spanish | Youngest Paraprofessional License holder in District

INTERESTS

Sales and product marketing | Social Media Content Creation | Consulting services | Fitness