

ARELY SERRANO

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EDUCATION

University of Florida, Warrington School of Business

Bachelor of Science in Business Administration - General Business

May 2028
Gainesville, FL

- *GPA: 3.6/4.00*

Relevant Coursework: Principles of Microeconomics, Principles of Macroeconomics, Survey of Calculus 1, Survey of Calculus 2, Principles of Marketing, Introduction to Financial Accounting

WORK EXPERIENCE

Levy County Prevention Coalition, Inc.

September 2025 - Present

Tutor

Bronson, FL

- Collaborate with 10+ teachers and staff to track student progress, reinforce objectives, and maintain a positive environment
- Provide hands-on support in reading, writing, and math while helping students overcome challenges and celebrate progress
- Collaborate with the ACHIEVE Enrichment Program to provide academic enrichment for students in grades Pre-K through 5th

Rancho Grande Mexican Restaurant

December 2021 - Present

Shift Manager

Madison, FL

- Engage with 300+ customers daily, providing attentive and responsive service by addressing inquiries, resolving issues, and offering personalized assistance that ensures every customer enjoys a positive experience and feels valued throughout their visit
- Process 50+ customer transactions each day using a computerized cash register, maintaining accuracy and efficiency while managing payments, returns, and exchanges in a fast-paced environment to ensure seamless operations and customer satisfaction

LEADERSHIP & PROFESSIONAL DEVELOPMENT

First-Generation Leadership Program

May 2025 - Present

Chief of Staff

Gainesville, FL

- Enhance alumni and cohort connections by launching monthly newsletters, maintaining an alumni database of 100+ contacts, and creating streamlined systems that improved communication and outreach efficiency for cohort and alumni
- Plan and execute organizational programming including 4-6 E-Board socials per semester, intramural sports teams, alumni mixers, and professional networking events that strengthened engagement across 70+ students and alumni
- Coordinate with President, VP, to ensure smooth operations, address cohort concerns, and foster morale 23+ E-Board members

Heavener Leadership Challenge

May 2025 - Present

Alpha Beta Class Member

Gainesville, FL

- Engage in an inclusive and collaborative community within the Warrington College of Business, building meaningful connections and reinforcing the belief that leadership is a continuous, learnable skill that contributes to both personal and professional growth
- Participate in an overnight leadership retreat focused on collaboration, creative problem-solving, and self-awareness, resulting in stronger confidence, improved group dynamics, and a deeper understanding of effective leadership in diverse environments
- Develop skills in the Five Practices of Exemplary Leadership through 10 interactive workshops, team activities, and facilitator-led presentations, applying these lessons to strengthen communication, teamwork, and decision-making in the real-world

Mentorship Leadership Program

January 2025 - May 2025

Class XXX Finance Committee Member

Gainesville, FL

- Delivered presentations to 50+ cohort members on financial literacy and personal finance, providing actionable guidance on budgeting, saving, and long-term financial planning to strengthen members' professional and personal financial awareness
- Managed and oversaw the allocation of fundraising funds to support professional and social events for 40+ organization members, ensuring financial resources are used strategically to maximize engagement, participation, and overall member satisfaction
- Organized and coordinated 3 committee-led events per semester by managing scheduling, logistics, and communication among team members, ensuring smooth execution, high attendance, and strong collaboration across committees

ADDITIONAL INFORMATION

Honors/Awards: University of Florida Promise Scholar, Sunshine State Scholar, Valedictorian, Girls State Delegate

Skills: Microsoft Office, Canva Pro, ServSafe Manager, CNA Certified, CPR Certified

Languages: English (Native), Spanish (Native)

Interests: Reading, Volleyball, Swimming, Writing, Architecture, Otters, Jazz Music