

STEPHANIE NICOLE SIMONS

EDUCATION

UNIVERSITY OF TEXAS AT EL PASO

Bachelor of Liberal Arts; Major in Political Science

El Paso, TX

2006-2007; 2010

- University Honors
- Minor in History

BAYLOR UNIVERSITY

Waco, TX

2007-2009

- Political science credits
- Fashion Merchandise credits
- Equestrian Team
- University Honors

EXPERIENCE

Aire Master Co.

Owner

Cd. Juarez

May 2013-Present

- Broke the U.S.A. record for most sales during the first month and the first three months of operations
- In charge of maintaining financial statements and inventory
- Perform maintenance services on a bi-weekly basis to clients (restaurants, retail stores, offices, and hospitals)
- In charge of creating and distributing invoices
- Responsible for all day-to-day transactions

9Round Lowry

Trainer

Denver, CO

May 2022-Present

- Work as a part-time kickboxing trainer
- Implement a daily routine and tailored exercises for each individual
- Train approximately 20 people a day

Denver Art Museum

Gallery Host

Denver, CO

October 2019-February 2020

- Worked at museum during the Claude Monet exhibition
- Oversaw visitors and paintings
- Responded to questions from visitors regarding paintings

ADDITIONAL INFORMATION

- **Software Skills:** Word, Excel, and Power Point
- **Courses:** Analyzing Data with Excel
- **Language:** Native Spanish speaker, Beginner French
- **Interests:** Boxing, equestrian, and skiing
- **Community Service:**
 - Court Appointed Special Advocate Denver
 - American Red Cross
 - Junior League of Denver