

## MIRIAM GUTIERREZ

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### EDUCATION

**Skidmore College**, Saratoga Springs, NY

May 2027

**B.S. Management and Business**

**Relevant Coursework:** Financial Accounting | Business/organizational Management | Managerial Accounting | Business Law | Statistics | Marketing

### WORK EXPERIENCE

**Executive Assistant**, WSC/ Statewide security & Public Safety, Bronx, NY

June 2025 – Present

- Gather and verify employee information for accurate payroll processing
- Prepare and file tax documents in compliance with state and federal requirements
- Keep company files, reports, and correspondence organized and up to date
- Track employee hours and assist management with scheduling and administrative reporting

**Office Assistant**, NYS Senator Luis R. Sepulveda, Bronx, NY

July 2025 – August 2025

- Collaborated with a team of 3 interns within a 12-person office to support daily operations
- Organized and maintained paperwork for case studies and legislative documentation
- Assisted with administrative tasks related to public programs and office initiative
- Coordinated with government agencies and nonprofit organizations to help resolve individual cases

### PROJECTS

**Gap Inc. Strategic Growth Plan – Executive Presentation**

January 2024 – May 2024

- Conducted a comprehensive situation analysis of Gap Inc., assessing financial performance, market position, and competitive challenges in the apparel industry.
- Developed a five-year strategic recommendation aimed at increasing sales by \$1 billion and achieving a 5% operating profit margin through sustainable and socially responsible business practices.
- Created financial projections, implementation timelines, and presented findings to a panel of executive judges, demonstrating analytical, teamwork, and presentation skills.

**Business Product Development Project**

January 2025 – May 2025

- Collaborated with a team to develop and launch a new product concept, applying marketing, finance, and management principles.
- Conducted market research and cost analysis to determine target audience, pricing strategy, and production feasibility.
- Presented final business proposal including product design, budget plan, and marketing strategy to class and faculty panel.

### TECHNICAL SKILLS

**Software:** MS Excel, MS Word, MS PowerPoint, MS Project.

**Others:** Budget Management, Payroll Processing, File management, Project management, Expense tracking, public communication, Interview

### LEADERSHIP EXPERIENCE

**Accounting Tutor**, Skidmore College

Spring 2025

- Assisted students in understanding key accounting concepts, including financial statements, cost analysis, and GAAP principles.
- Led one-on-one and group tutoring sessions to improve student performance and confidence in managerial and financial accounting.
- Developed study materials, practice problems, and step-by-step explanations to simplify complex topics and enhance learning outcomes.