**Pablo Navarrete**

[pablonavarretej@live.com](mailto:pablonavarretej@live.com) | (954) 806-3933 | [linkedin.com/in/pablo-navarretej](https://www.linkedin.com/in/pablo-navarretej)

**EDUCATION**

**University of Central Florida** **Orlando, FL**

*Bachelor of Science in Business Administration, Finance* **Expected Graduation: May 2026**

**Honors:** President’s Honor Roll (2x), Dean’s List (4x) **GPA: 3.9**

**Technical Skills:** SQLite | Python | Microsoft Excel | GMetrix | Intuit QuickBooks | Tableau

**EXPERIENCE**

**Lockheed Martin**  **Orlando, FL**

*Financial Analyst; Aerospace, Security, and Defense Industry* November 2024 - Present

* Maintain budget accuracy and resolve discrepancies using SAP by overseeing the opening/closing of 15+ charge numbers weekly
* Identify and report workload imbalances through Excel and EFT by administering employee time tracking for over 2,000 employees
* Managed weekly/monthly manpower reports for a $10M+ budget, creating strategies to mitigate program overruns and underruns

**NNN Capital**   **Orlando, FL**

*Junior Analyst; Commercial Real Estate Brokerage Firm*  January 2024 – April 2024

* Improved visibility on market trends to support strategic investment decisions by tracking 16,400 Starbucks properties nationwide
* Expand firms market database by generating 500+ detailed owner reports on REA while conducting multi-tenant property analysis
* Enhanced marketing efforts by creating 10+ tailored marketing plans/ implementing diverse strategies for properties under contract

**Kumon Tutoring**  **Parkland, FL**

*Tutor; Educational Services* October 2019 – March 2021

* Helped over 85% of students achieve letter grade improvements through adaptive teaching methods and biweekly progress tracking
* Organized and led monthly staff trainings on office procedures enhancing team efficiency and improving client satisfaction rate
* Maintained 70% engagement during COVID-19, assisting in transition of virtual learning and implementation of new learning tools

**LEADERSHIP AND PROFESSIONAL DEVELOPMENT**

**FMA UCF (Financial Management Association)** **Orlando, FL**

*Executive Functions Committee*  January 2025 – Present

* Facilitate professional development by organizing workshops enhancing members' soft skills, leadership, and networking abilities
* Strengthen corporate relations by managing partnerships with industry professionals for events and mentorship opportunities
* Led event planning initiatives, to create engaging and career-focused experiences that enhance member professional growth

*Treasury Committee*  January 2025 – December 2024

* Ensured accurate transaction records in Excel by keeping track of over $5,000 in dues collected from 120+ active FMA members
* Created and conduct multiple high-impact fundraising events and partial proceeds to fundraise $1.5k+ for future FMA programs
* Carried out Excel workshops teaching key functions and shortcuts, enhancing FMA members’ efficiency and technical proficiency

**ALPFA UCF (Association of Latino Professionals for America)** **Orlando, FL**

*Administration Committee*  January 2025 – Present

* Streamlined operational processes by implementing automation tools such as Power Automate, Excel, and QR code systems
* Conduct team-based automation projects to create approval workflows that help improve member accessibility and event logistics
* Improving leadership skills through bi-weekly meetings, providing positive feedback, and fostering diverse learning styles

*Technical Development Committee*  August 2024 – December 2024

* Support implementation of 4 technical training programs within chapter, leading to enhanced software proficiency among members
* Led bi-weekly Excel workshops for 25+ members by designing case studies, achieving a 90% accuracy in within member projects
* Work along with the other business registered student organizations to promote partnerships in professional development activities

**UCF DECA (Distributive Education Clubs of America)** **Orlando, FL**

*ICDC Competitor* August 2020 – Present

* Engage in complex business scenario competitions to grow and develop problem-solving, public speaking, and professional skills
* Compete in Florida Career Development Conference, placing 1st and 3th place rankings in Corporate finance and Sales case studies
* Implemented membership growth initiatives using data-driven tabling strategies to achieve a 40% increase in member recruitment

**SKILLS, ACTIVITIES & INTERESTS**

**Certifications:** Microsoft Excel Expert (Office 2019) Certification | Microsoft Office Specialist: Excel Associate | GMetrix Certified 2022 | Intuit QuickBooks Desktop Certification 2021 | Bloomberg Market Concepts | Bloomberg Finance Fundamentals

**Interests:** Soccer | Music | Personal Fitness

**Languages:** Spanish (Fluent)