**Name**

[E-mail](mailto:pablonavarretej@live.com) | Phone Number | [LinkedIn](https://www.linkedin.com/in/pablo-navarretej)

**EDUCATION**

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

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

**Honors: President’s Honor Roll (2x), Dean’s List (4x) GPA: 3.9**Award 1, Award 2, Award 3 **GPA: X.X**

**Technical Skills: SQLite | Python | Microsoft Excel | GMetrix | Intuit QuickBooks | Tableau**Tech Skill 1 | Tech Skill 2 | Tech Skill 3 | Tech Skill 4 |

**EXPERIENCE**

**Experience 1**  **City, State**

*Lockheed Martin Orlando, FL* Start Date – End Date

* 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 2
* Identify and report workload imbalances through Excel and EFT by administering employee time tracking for over 2,000 employees 3

**Experience 2**  **City, State**

*Managed weekly/monthly manpower reports for a $10M+ budget, creating strategies to mitigate program overruns and underruns* Start Date – End Date

* 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

**Experience 3**  **City, State**

*Expand firms market database by generating 500+ detailed owner reports on REA while conducting multi-tenant property analysis* Start Date – End Date

* Enhanced marketing efforts by creating 10+ tailored marketing plans/ implementing diverse strategies for properties under contract
* Kumon Tutoring Parkland, FL
* Treasury Committee January 2025 – December 2024

**LEADERSHIP AND PROFESSIONAL DEVELOPMENT**

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

*Executive Functions Committee January 2025 – Present* Start Date – End Date

* 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
* Description 3

*Position/Title* Start Date – End Date

* Description 1
* Description 2
* Description 3

**Organization 2** **Orlando, FL**

*Position/Title* Start Date – End Date

* Description 1
* Description 2
* Description 3

*Position/Title* Start Date – End Date

* Description 1
* Description 2
* Description 3

**Organization 3** **Orlando, FL**

*Position/Title* Start Date – End Date

* Description 1
* Description 2
* Description 3

**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** Certification 1 | Certification 2 | Certification 3 | Certification 4 |

**Interests: Soccer | Music | Personal Fitness:** Skill 1 | Skill 2 | Skill 3 | Skill 4 |

**Languages: Spanish (Fluent)** Language 1