

CAITLYN GRAMAJO

(385)-219-7790 | caitlyn.gramajo@gmail.com | www.linkedin.com/in/caitlyn-gramajo

SKILLS

Programming Languages: RStudio, Python, SQL

Data Tools: Excel, Snowflake, Tableau

Soft Skills: Communication, Collaboration, Problem-Solving, Content Creation, Testing

RELEVANT EXPERIENCE

- Math Lab Assistant Coordinator | Utah Valley University | September 2023 – Present
 - Managed production of math help videos and handouts for over 500 students.
 - Collaborated with departments like Marketing, IT, and Accessibility to ensure quality content.
 - Oversaw data management for lab wait times and led new tutor training projects.
- Lead Math Tutor | Utah Valley University | August 2021 – August 2023
 - Provided tutoring support for math courses from basic algebra to upper-level statistics, both in person and online.
 - Mentored tutors by conducting CRLA training and evaluation sessions.
 - Created content to refresh tutor math knowledge.
- Reporting and Analytics Intern | Imagine Learning | May 2023 – August 2023
 - Fulfilled custom report requests by extracting data from Snowflake and presenting it securely.
 - Wrote and updated SQL queries, created summary reports using pivot tables and RStudio.
 - Documented data definitions and improved database table structures.

EDUCATION

Bachelor of Science, Statistics | Utah Valley University | December 2024

Minor in Data Analytics Mathematics | GPA: 3.5

High School Diploma | Walden School of Liberal Arts | Spring 2020

Sterling Scholar Nominee for Science | GPA: 3.987

AWARDS AND CERTIFICATIONS

- CRLA – Level 3 Master Tutor
- USFSA Moves in the Field – Novice
- USFSA Freestyle – Juvenile