**CAITLYN GRAMAJO**

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**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