

ISAIAH NAVARRETE

Los Angeles, CA

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Analyst

Statistical Methods / Data Modeling / Research / Attention to Detail

Dedicated professional with the educational background and proven work ethic to handle all aspects of analysis. Leverages an in-depth understanding of statistical methods, quantitative & qualitative assessments, research, and data modeling to distill key insights. Creative problem-solver and strong team player who maintains superior attention to detail and consistently exceeds expectations.

Selected Highlights:

- **Applied Python for data cleaning and automation, Tableau for visualization, and Excel for modeling** to transform raw data into actionable business solutions supporting leadership initiatives.
- **Demonstrated attention to detail and organizational accuracy** by maintaining, updating client files with high volumes of sensitive data.

Core Competencies

*Data Analysis / Data Modeling / Statistical Methods / Research / Attention to Detail / Reporting / Problem-Solving
Team Collaboration / Presentations / Project Management / Calendar Management / Trend Assessments*

PROFESSIONAL EXPERIENCE

Lewis, Marenstein, Wicke, Sherwin & Lee, LLP

Feb 2025 – Present

Mailroom Supervisor (Promoted from File Clerk)

- Promoted in July 2025 after consistently exceeding performance expectations and demonstrating leadership in mailroom operations.
- Train and supervise new staff on mailroom protocols and document handling procedures.
- Lead mailroom operations, overseeing sorting, processing, and secure distribution of sensitive documents.
- Utilized office software and equipment for digitization tasks such as scanning, photocopying, faxing, and document processing.

California State University, Northridge (CSUN)

Aug 2021 – July 2024

Dean's Student Assistant

- Provided trusted aid to students and staff in the College of Social & Behavioral Sciences, handling various phone calls and earning a reputation for excellent attention to detail.
- Decreased required work hours after recommending new processes for managing office deliveries, collecting/distributing payments, and handling escalated problems.
- Answered inquiries as an expert with campus functions and specific university programs/policies.
- Used modern methodologies to efficiently manage projects to support executive staff, including managing Google Calendar, coordinating events, creating Excel sheets, assisting with logistics, and filing paperwork.

EDUCATION

California State University, Northridge

Bachelor of Science in Business Analytics (GPA: 3.41)

- **Relevant Courses:** Data Visualization for Business / Predictive Analytics for Business / Machine Learning for Business / Prescriptive Analytics for Business / Marketing Metrics

ADDITIONAL CREDENTIALS

Technical Skills: Tableau, Python, Microsoft Office Suite (Word/Excel/Outlook/PowerPoint), Google Workspace (Calendar, Gmail, Docs, Slides, Calendar, Forms), Autodesk Fusion 360, Photoshop, Camtasia, Canva, A1 Law