

CATHERINE SUN

2419 Durant Ave. Berkeley, CA 94704
(858) 735-7289 ♦ cat92129@berkeley.edu

EDUCATION

Attending University of California, Berkeley

Expected graduation: May 2021
Intended Data Science major

SKILLS

Python, Java, HTML, SQL, Photoshop, Excel, PowerPoint, Leadership, Communications

WORK EXPERIENCE

Assistant Administrator at University of California, Berkeley, Haas School of Business

October 2017 to Present

Created, organized, and maintained new website using HTML for faculty and staff
Collect and condense data from all student evaluations to create coherent professor evaluation reports
Analyze workload density throughout each semester to create a well-organized timeline for Haas Academics department

Marketing and Statistics Internship at Torrey Hills Technologies, LLC

June to August 2017

Conducted a project execution plan working with Google AdWords and Analytics to figure out optimization of company budget for ad prominence and exposure
Developed new video ideas and website adjustments for one of the company's main products
Created an informative video for one of the company's newer products
Wrote a research paper on analyzing a product's web traffic data and developing more efficient marketing strategies

Internship (HIP) at Northrop Grumman

January to May 2017

Contributed to the development phase of the MQ-4C Triton project
Involved in an RIO Risks Assessment for the company's budgeting and finance
Facilitated communication between sections of the department
Scheduled priorities and timelines of various projects and action items
Created a complete guideline for new formatting and training process

EXTRACURRICULARS AND HOBBIES

Music Enthusiast

Has played violin and piano for 10+ years

Artist

Has attended and has been awarded in dozens of art competitions

Athlete

Has had many years of experience in various sports including: gymnastics, ballet, ice skating, volleyball, basketball, and swimming