

# Mia Morales

mnmorales@ucsd.edu ❖ (909)859-5495 ❖ <http://www.linkedin.com/in/mia-morales333>

## Summary

---

Hardworking and self-motivated student familiar with tools such as R Studio and Microsoft Excel. Eager to learn new skills and apply my experiences to further my professional and personal growth.

## EDUCATION

---

### University of California, San Diego

June 2025

*Bachelor of Science Business Economics*

*La Jolla, CA*

*Minor in Psychology*

- Member, Triton Community Leadership Institute (TCLI) (2021-2022)
- Volunteer, Rogers Community Garden (2023-2024)
- Orientation Leader, Marshall College (2024)

## BUSINESS EXPERIENCE

---

### Love Law, P.C.

July 2020 – Sep. 2021

*Lawyer's Assistant*

*Covina, CA*

- Performed administrative tasks including electronically scanning and filing legal documents from FoxPro to another eFiling service.
- Attended mediations and discussed cases with the lead lawyer.
- Reviewed, edited, and proofread litigation to ensure proper grammar and spelling.
- Presented myself in a manner which was professional in both dress and actions.

## ADDITIONAL EXPERIENCE

---

### Five Guys

Oct. 2022 – June 2023

*Crew Member*

*San Diego, CA*

- Cooked burger patties, fried fry's, and constructed burgers in a timely manner.
- Maintained clean kitchen, dining, and bathroom areas.
- Took necessary steps to meet customer satisfaction and resolve issues, helping over 10 customers a day..
- Ensured online orders were packaged prior to being picked up by delivery drivers.

### The Donut Man

Summer '21, '22, '23

*Crew/Warehouse*

*Glendora, CA*

- Used the cash register for financial transactions and calculated exact change.
- Ensured customers were assisted in a timely manner, especially due to the busy location.
- Completed managerial duties when manager was not present such as sending workers on breaks as needed and ensuring they received equal cash tips daily.
- Lifted items over 50 lbs. such as flour bags and buckets of icing.
- Ensured the store looked good inside and out by cleaning the windows and coffee cart.

## SKILLS

---

**Technical:** Intermediate R, Microsoft Suite, Advanced Excel, FoxPro, Basic Python

**Languages:** Spanish (fluent)

**Volunteer:** Oversee an online community with 4,000+ members

**Interests:** Video games, softball, fashion, farmers markets, chemistry