

Maria Borda Gerlero

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EDUCATION

The University of Iowa, Iowa City, IA

Anticipated 2026

B.B.A., Business Analytics and Information Systems; Computer Science Minor

GPA: 3.78; Dean's List Fall 2022 - Spring 2024

TECHNICAL SKILLS

- Tools: Excel, PowerPoint, Salesforce
- Methodologies: Regression Analysis, Forecasting, Financial Reporting, Data Modeling, Pivot Tables

WORK EXPERIENCE

Student Assistant

Tippie College of Business, Iowa City, IA

August 2023 – Present

- Corresponded directly with academic advisors and assisted them by answering emails, phone calls, and questions
- Greeted daily visitors, students, faculty, and staff into the UPO with a welcoming attitude
- Accessed the MAUI database to aid students in problem solving any issues being experienced

Project Coordinator Intern

Leapfrog Technologies Inc, Coralville, IA

May 2024 – August 2024

- Utilized the Salesforce database to ensure accuracy of three internal databases containing confidential information
- Assisted the Project Coordinator by gathering important information during daily client, internal, and staff calls
- Designed an onboarding guide of the CourseLeaf modules to aid clients during the business requirement phase

Hostess

Eggs and Jam, West Des Moines, IA

June 2022 - January 2023

- Catered to customer needs in a busy, fast-paced environment while keeping track of wait list recipients
- Optimized time management and organizational skills to increase the daily turnover rate by 10%
- Communicated with the manager, kitchen staff, and servers to maximize efficiency and flow of daily operations

INVOLVEMENT

Peer Mentor, Tippie College of Business

August 2023 – Present

- Prepared lesson plans for the first ten weeks of the Fall semester
- Maintained a friendly and welcoming environment for the direct admit students
- Mentored and guided direct admit students towards the path of success as Tippie students

Member, Tippie Students for Service Club

August 2023 - May 2024

- Partook in bi-weekly service events and volunteer opportunities in the Iowa City area
- Collaborated with 25+ club members in making recycled crafts and gathering resources to give back to the community

INTERESTS

Exercise | Reading | Travel | Music | Chess