

# Inara A. Matani

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## EDUCATION

**DePaul University** | Driehaus College of Business

Major: Management Information Systems & Business Administration

Activities: Beta Alpha Psi, DePaul Women in Business, DePaul DeCode, DISSO

**Anticipated Graduation: May 2025**

**Current GPA: 3.930/4.00**

**Maine East High School**

Activities: Virtual Enterprise International, Novus, National Honor Society,  
Rotary Interact, Foundations Club, International Club, Broadcasting Club

**August 2017 – May 2021**

**GPA: 3.9535/4.00**

## WORK EXPERIENCE

**Walgreens** | Chicago, IL | Supply Chain Intern Senior – Reversed Logistics

**June 2024 – August 2024**

- Developed SQL queries and relational diagrams to extract critical data to boost efficiency in ongoing reverse logistics processes.
- Utilized Power BI and DbVisualizer to gather insight to optimize inventory management processes specific to short-dated products.
- Assisted in supply chain analysis, forecasting projects, data driven insight reporting, and strategic decision making efforts.

**Suntory Global Spirits** | Chicago, IL | Financial Analyst Intern – North American FP&A

**December 2023 – June 2024**

- Pioneered order pacing system to leverage daily in relation to growth rates and anticipated shipment/depletion targets for S&OP team.
- Prepared and reviewed monthly inventory reports for the North American Financial Planning & Analysis Division utilizing EDW.
- Provided support to the business regarding allocations, monthly spend projections, and yearly budget management/forecasting.

**Legacy Agencies** | Oakbrook, IL | Marketing Generalist and Event Coordinator

**August 2023 – Present**

- Created and managed social media platforms including Facebook, Instagram, Twitter, and TikTok.
- Worked alongside industry recruiters to develop event plans geared towards bridging students and employers.
- Developed website content to strategically enact passive marketing to enable further sales.

**Legacy Agencies** | Oakbrook, IL | Sales and Marketing Intern

**June 2023 – August 2023**

- Attained professional experience in B2B sales and marketing with a primary sales strategy.
- Maintained communication and scheduling with 150 potential clients in a CRM platform.

**Viking Gymnastics & Dance** | Niles, IL | Gymnastics Coach

**April 2023 – Present**

- Provided guidance while ensuring a safe and enjoyable gymnastics experience for children ranging from walking age till 7 years old.
- Maintained a keen focus on safety protocols and supervised gymnastics activities to prevent accidents or injuries.
- Actively engaged with children, while fostering a positive and supportive learning environment for parents and students

**Cloud Unity LLC.** | Glenview, IL | Operations Coordinator

**June 2022 – April 2023**

- Served underprivileged k-12 School districts such as FWISD, CPS, Dallas ISD, & JPS.
- Assisted with developing strategic operational structures through business analytics.
- Created monthly and project invoices, worked in CRM platform FreshWorks, and conducted weekly business reviews.

**Cloud Unity LLC.** | Glenview, IL | Student Intern

**November 2020 – August 2021**

- Worked to bridge the digital divide via school issued one to one student devices.
- Generated legal documentation, facilitated internal communications, and planned informational sessions.

## VOLUNTEERING EXPERIENCE

**Jamatkhana Property Management Portfolio** | Glenview, IL | Youth Leader

**June 2017 – Present**

- Assist community leadership in building rejuvenation processes, refreshments, and event setups.
- Maintained help desk on a weekly basis to assist community members with receiving information for various events.

**Jamatkhana Rites and Rituals Classes** | Glenview, IL | Vice Principal & Teacher

**August 2015 – Present**

- Created weekly engaging lesson plans to teach Ginans and Tasbih to students, ages 7 to 13.
- Oversaw textbook distribution, lesson plans, student attendance, progress reports, & classroom etiquette.

**Diamond Jubilee Summer Reading Program** | Glenview, IL | Project Lead

**May 2019 – Present**

- Facilitated 47 volunteers aged 14 to 17 through program management and event planning.
- Accumulated 3000+ hours of reading with over 100 participants aged 3 to 13.

**Jamatkhana Summer Zero Robotics Program** | Glenview, IL | Project Lead & Teacher

**June 2022 – Present**

- Taught content from a 10-week NASA & MIT program competition to middle schoolers aged 12 – 14.
- Maintained budgets and distribution of equipment to participants and parents.

## HONORS & AWARDS

- DePaul University Deans List (all quarters from 2022 to date)
- 2021 Maine East High School Student of Year for Career Technical Education in Business Education
- 2020 Maine East High School Television Student of the Year
- 2020 Top 3 Finalist in NATAS PSA media competition
- 2020 Northern Illinois University Valuation Challenge 1st Place in Finance and Accounting
- 2019 History Fair Regional Finalist
- 2019 Northern Illinois University Valuation Challenge 1st Place in Mergers and Acquisitions

## SKILLS

Operation Management | QuickBooks | Business Analysis | Project Management | Financial Planning | Budget Management | EDW | HTML/CSS | JavaScript | SQL | Microsoft Excel | Microsoft Access | Microsoft Visio | Power BI | DbVisualizer | Tableau | Anaplan | Relational Diagraming |