Mikhala Stepek

Greater Philadelphia Area (Willing to relocate)
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Portfolio: mikhalastepek.github.io

EDUCATION

University of Miami   **Coral Gables, Florida**
Bachelor of Science in Business Administration   May 2024
Business Analytics and Business Technology – Double major
Minor in Spanish
- **GPA:** 3.9 / 4.0
- **Honors:** Foote Fellow Honors Program, Presidential Scholarship Recipient, Dean's Scholar
- **Relevant Coursework:** AI Programming, Data Optimization, Data Visualization, Database Management, Python for Fintech, Computer Simulation Systems, Tech Project Management

WORK & LEADERSHIP EXPERIENCE

Mars Incorporated   **Mclean, Virginia**
Executive Technology and Computing Intern   May 2023 – August 2023
- Bridged the gap between executives and BI developers by translating complex business requirements into PowerBI dashboard design, managing stakeholder expectations throughout development process
- Collaborated cross-functionally to obtain data access and manage integration with BI environment
- Designed intuitive interfaces and led presentations to integrate dashboard with existing workflows
- Maintained IT data within Excel and SharePoint, optimizing data accessibility, integrity and privacy
- Leveraged creative visualization and communication skills to create and distribute engaging monthly content (videos, newsletters), driving productivity and digital adoption through tech education
- Employed A/B testing to optimize newsletter design, measuring content performance with analytics

La Terraza del Cristina   **Seville, Spain**
Business Development Intern   January 2023 – May 2023
- Developed and executed comprehensive social media strategy by creating posts using Instagram and Notion, monitoring engagement with Instagram analytics, and refining strategy based on insights
- Developed new products by curating and uploading product content and marketing information to WordPress websites, Airbnb, GetYourGuide, Viator, and Instagram
- Provided customer support by managing communications on seven email and online travel agency accounts, maintaining event calendars, resolving customer inquiries, and facilitating event execution
- Redesigned workflows to optimize efficiency and created productivity guidelines for future interns

University of Miami   **Coral Gables, Florida**
Database Management Systems (Class Project)   August 2022 – December 2022
- Created ERD and relational diagram to model a publishing company, built SQL database, authored analytical MySQL queries to solve business problems and provide insights

SKILLS, ACTIVITIES & INTERESTS

Skills: R, Tableau, SQL, Python, Microsoft Excel, SIMIO, MATLAB, Google Cloud, Microsoft Azure, Prolog, ProjectLibre, WordPress, C++ and java (beginner), Spanish, FluidUI, HTML
Activities: Academic Mentor, UThrift, EcoReps, Data Analytics Student Association, Depop Reseller
Interests: Environmentalism, International Travel, Wellness, Cooking, Music Festivals