Mikhala Stepek

Greater Philadelphia Area

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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, 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
- Translated business requests for PowerBI developer, led development meetings, collaborated cross functionally to collect data sources, designed UX/UI for PowerBI dashboard, created tutorial for use
- Manage and update employee data using Microsoft Excel and edited team SharePoint website
- Created monthly tech videos and newsletters with iMovie and Poppulo, distributing them to hundreds of associates, effectively communicating tech trends and promote digital adoption

La Terraza del Cristina   **Seville, Spain**
Business Development Intern   January 2023 – May 2023
- Designed and documented social media strategy by creating and scheduling posts using Instagram and Notion, consulting marketing team to analyze engagement, and using insights to refine strategy
- Developed new products by curating and uploading product information and marketing to WordPress websites, Airbnb, GetYourGuide, Viator, and Instagram
- Managed customer communications on seven email and online travel agency accounts, organized company Google Calendar, answered questions about services, and aided in hosting events
- Documented onboarding and productivity guidelines to increase efficiency for future interns

University of Miami   **Coral Gables, Florida**
Peer Tutor: MS Excel, Tableau, Calculus, Statistics   September 2021 – December 2022
- Analyzed learning habits to provide study strategies tailored to individual students' needs

University of Miami   **Coral Gables, Florida**
Database Management Systems (Class Project)   August 2022 – December 2022
- Created an ERD and relational diagram to model a publishing company, then used SQL to create and populate a coordinating database, and to author analytical queries for insights on publishing success

SKILLS, ACTIVITIES & INTERESTS

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