Mikhala Stepek

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EDUCATION

University of Miami   **Coral Gables, Florida**
Bachelor of Science in Business Administration in Business Analytics   Expected May 2024
Bachelor of Science in Business Technology
Minor in Spanish
- **GPA:** 3.9 / 4.0
- **Honors:** Foote Fellow Honors Program, Presidential Scholarship Recipient, Dean's Scholar
- **Relevant Coursework:** AI Programming, Cloud Computing, 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
- Created monthly videos and newsletters using iMovie and Poppulo, distributing them to hundreds of associates to educate on advancements in technology and promote digital adoption at the company
- Served as translator between Mars associates and BI developer, leading development meetings and designing UX/UI for PowerBI dashboard to reflect associate requests to automate workflows
- Organized and upated employee data using Microsoft Excel and edited team SharePoint website

La Terraza del Cristina   **Seville, Spain**
Business Development Intern   January 2023 – May 2023
- Managed customer communications on five OTA platforms, organized and maintained company schedule with dozens of new bookings daily, and aided in hosting and welcoming guests
- 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
- Documented onboarding and productivity guidelines to increase efficiency for future interns
- Developed new products by curating and uploading product information and marketing to multiple company WordPress websites, OTA platforms, and social media platforms

University of Miami   **Coral Gables, Florida**
Data Acquisition, Preparation, and Visualization (Class Project)   August 2022 – December 2022
- Uploaded Human Development Index data to Tableau to analyze factors that contribute to HDI; cleaned and pre-processed data in Excel, then analyzed and created visualizations in Tableau

UThrift Campus Thrift Swap   **Coral Gables, Florida**
Outreach Chair   September 2021 - Present
- Develop promotions and blog posts, manage relationships with external organizations, and communicate effectively to plan events, increasing weekly attendees by 50% YOY in 2022

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: SQL, R, Tableau, Microsoft Excel, Python, SIMIO, MATLAB, Google Cloud Platform, Microsoft Azure, Prolog, WordPress, C++ and java (beginner)
Activities: UThrift, Data Analytics Student Association, Foote Fellow Mentor, UCook
Interests: Environmentalism, Yoga, Music festivals, Mindfulness, Cooking, Travel