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**EDUCATION****W. P. Carey School of Business, Arizona State University, Tempe, AZ**

Expected Graduation: December 2025

Bachelor of Science, Business Data Analytics

- Programming Analytics & AI, Problem Solving and Actionable Analytics, Business Data Visualization, Introductory Applied Statistics, Business Database Systems Development, Data Warehousing and Dimensional Modeling, Fundamentals of Finance, Global Supply Operations.

**Paradise Valley Community College, Paradise Valley, AZ**

August 2024

Associate in Business, General Requirements

- Accounting Principles I and II, Managerial Accounting, Math Analysis for Business, Business Law, Business Statistics, Honors Public Speaking.

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**PROFESSIONAL EXPERIENCE****Front Office Coordinator, BASIS Phoenix Primary, Phoenix, AZ**

August 2020 – May 2023

- Managed all front office operations needed to facilitate internal operational efficiency and effectiveness.
- Built and maintained the internal database of student car tags for school drop off and pick up. Ensured data integrity and consistency through rapid changes in students' enrollments or changes to pick up/drop off procedures.
- Assisted in student enrollment through providing information and guidance both over the phone and in person to prospective families, effectively highlighting the school's strengths and benefits.
- Managed and assisted others in managing student data in PowerSchool including attendance and grades.

**Manager, Pump it Up, Scottsdale, AZ**

February 2019 – March 2020

- Managed day-to-day operations including responding to phone and email correspondence, assisting guests, ordering supplies, social media management, as well as opening and closing.
- Handled the POS system as well as booking and changing of parties and events, generating repeat business through excellent service. Entered, maintained, and disseminated party and event data to the owner and employees.
- Managed and trained staff on best practices, fostering a positive working environment while keeping operations running efficiently and effectively.

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**LEADERSHIP EXPERIENCE****Vice President, DECA, Paradise Valley Community College**

August 2023 – May 2024

- Recruited new members and encouraged engagement, growing active membership from 2 to 10 members.
- Communicated all administrative responsibilities between club advisors and members.
- Qualified for and placed 9<sup>th</sup> in the country at the DECA International Career Development Conference with the club President in the Business Ethics category. Assisted 7 of our club members to prepare and qualify for the competition.

**Active Member, DECA, Arizona State University**

September 2024 - Present

**Active Member, Department of Information Systems Club, Arizona State University**

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**SKILLS & ACTIVITIES**

- **Languages:** English
- **Computer Skills:** Proficient in Microsoft Office, PowerSchool SIS, POS management, PC building, Raptor Security, social media management with Social Pilot, basic graphic design with Canva, local AI with Ollama.
- **Technical Skills:** Basic Python for Data Analysis, Pandas, NumPy, yfinance, conda, SQLite. Basic SPSS. SQL, Microsoft SQL Server. Excel for Data Analysis, local and cloud AI for Data Analysis. Git for Version control.
- **Activities:** Consumer Voice and Education in the Spotlight Projects at the Data Science and Analytics Unit at the Hayden Library at ASU.
- **Volunteering:** Voluntary Income Tax Assistance program, Feed My Starving Children.
- **Interests:** Music Production, Local AI, Personal Knowledge Management with Obsidian, Educational Research on Pedagogy, Educational Data Analytics, Information System Development, staying up to date with evolving technologies.