

# Monique “Nikki” Cosiquien

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## EDUCATION

### University of California, Berkeley

B.A. in Data Science, Emphasis in Business Analytics | B.S. in Environmental Economics

Relevant Coursework: *Foundations of Data Science*

May 2023

GPA: 3.25/4.00

## WORK EXPERIENCE

### ISOC Holdings, Inc.

Manila, Philippines

*HR Intern*

Mar 2019 – Jun 2019

- Recruited over 20 candidates for positions in Sales, HR, and Operations and was involved in the screening & interview process
- Interviewed 3 candidates and recommended candidates based on the company's criteria, with a 95% acceptance rate
- Planned and coordinated the anniversary celebration dinner for 200 employees

*Procurement Intern*

Jun 2019 – Aug 2019

- Conducted a cost-benefit analysis amongst 4 suppliers to reduce operating costs by 5%
- Curated 5 purchase orders per week and approved purchase requests worth \$500 to ensure accurate vendor documentation

### Square Up: Champion Diversity

Manila, Philippines

*Founder*

May 2018 – Aug 2018

- Reached out to various corporate sponsors and gained partnerships with Bonchon and Jollibee; raised over \$2,000 worth of donations
- Established Square Up: Champion Diversity in order to promote gender equality in sports; organized sports camps
- Brought together 100 volunteers to help over 100 students learn basketball and volleyball from San Juan Municipality Elementary School

## LEADERSHIP & ACTIVITIES

### Ascend: Premier Accounting and Finance Organization

Berkeley, CA

*Finance Committee Member*

Jan 2020 – May 2020

- Educated the chapter of 90 members on financial literacy by hosting a financial debate and investment game with facts from MarketWatch
- Attended workshops and had internal training on financial literacy such as Investment Instrument 101 and How to Select Stocks

### Pilipinx Association of Scientists, Architects, and Engineers (PASAE)

Berkeley, CA

*Treasurer*

Aug 2019– Present

- Manage finances worth \$300, which include allocation of club fund, reimbursements, and payment order forms; organize fundraisers
- Partnered with local businesses, to raise capital of \$30 to support the organization's future events and serve food to a community of 3,000 people

### Caravan Travel Magazine

Berkeley, CA

*Associate Photographer*

Aug 2019 – Dec 2019

- Planned a photoshoot and photographed Glass Beach to promote the wonders of nature in California; published and received over 100 views
- Organized Caravan's first-ever fundraiser that led to enough funding for 8 trips

### ICAlettes (School Paper)

Manila, Philippines

*Photography Editor*

Jun 2018 – Mar 2019

- Sold over 100 planners for the paper's annual fundraiser to finance the printing of the publication
- Led and assigned a staff of 10 students to document major school events for a student body of 3,250 students
- Designated photos used for articles and uploaded albums on Facebook page with over 3000 followers and averagely 50 likes per post

## COMMUNITY SERVICE

### Compressport Forest Run

Manila, Philippines

*Organizer*

Nov 2018 – Dec 2018

- Partnered with Compressport (leading sports compression gear brand for runners) and a local environmental agency to raise funds to protect Manila's largest water reservoir (La Mesa Dam)
- Documented Forest Run for the Facebook page with over 11k followers and facilitated registration of 1000 runners

## SKILLS

**Technical Programs:** Proficiency in Microsoft Excel, Word, and Powerpoint; Adobe Photoshop; Adobe Lightroom; Basic Python

**Languages:** English (fluent), Mandarin (basic), Hokkien Chinese (conversational), Tagalog (conversational)

**Interests:** Badminton, Baking, Basketball, Calligraphy, Cycling, Exercising, Photography, Ukulele, Volunteering, Watching Mukbangs