

Raquel Luna

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Summary

I am an analytical and detail-oriented professional completing a Master of Science in Social Data Analytics and Research from the University of Texas at Dallas. With over one year of experience at Partner Engineering & Science, supporting data-driven reporting as a Project Coordinator for two teams and three independent relationship managers within the due diligence division. Skilled in data visualization, geospatial analysis, and research methods using primarily RStudio, ArcGIS Pro and other ESRI products, as well as STATA. Recognized for reliability, adaptability, and continuous learning.

Education

University of Texas at Dallas, Richardson, TX

August 2021 – December 2025

Master of Science in Social Data Analytics and Research

January 2024 – December 2025

(GISC Discipline)

Bachelor of Arts in Political Science

August 2021 – August 2024

Relevant Coursework

- Data Visualization
- Applied Regression
- Machine Learning for Socio-Economic and Geo-Referenced Data
- GIS Fundamentals & Advanced GIS
- Spatial Data Science
- Methods of Data Collection & Production
- Research Design
- Introduction to Quantitative Methods
- GISC Data Analysis Fundamentals

Professional Experience

Partner Engineering & Science, Inc., Plano, TX

September 2024 - Present

Project Coordinator

- Support teams which include project managers and relationship managers.
- Compiled and formatted environmental and engineering reports (Phase I ESAs, PCAs, etc.)
- Managed project data entry and tracking through the internal database (Plink.)
- Served as the main point of contact for administrative and communication needs between team members.
- Maintained accurate project files across multiple concurrent projects.
- Coordinated client communication and document exchanges to support high-volume report production.

Managerial Duties

- Supervised front counter/cashier employees.
- Learned how to be levelheaded in stressful situations.
- Directed employees/trainees in enforcing new policies at the direction of the owners.
- Maintained daily finances and store closing duties.
- Learned how to create personal relationships with customers and provide them with expert customer service.
- Attended to 30 – 40 customers daily, in person and over phone, answering questions and finding solutions to problems promptly.