

# Sandra Dragan

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350 S Miami Avenue, APT 1909 Miami, FL 33130

## EDUCATION

### University of Miami

Coral Gables, Florida

*Bachelor of Science in Business Administration*

May 2022

*Major in Quantitative Economics and Minor in Mathematics*

- **GPA:** 3.79 / 4.0
- **Honors:** Foote Fellows Honors Program, President's Scholarship, Dean's List, Provost's Honor Roll
- **Relevant Coursework:** First Step: Freshmen Integrity, Responsibility, and Success through Teamwork, Business and Society: Inquiry and Discourse, Business Analytics, Managerial Accounting

### Illinois Mathematics and Science Academy

Aurora, Illinois

*Diploma*

Graduated 2018

- **GPA:** 3.84 / 4.0; ACT: 32

## WORK & LEADERSHIP EXPERIENCE

### University of Miami

Miami, Florida

*Solutions Support Technician*

May 2019 – Present

- Analyzed reports from ServiceNow to find the most common problems contacted about
- Helped users with issues they encountered when using Box, OneDrive, Google Drive or SharePoint
- Ran a review of IT Admin Groups to facilitate a security audit
- Updated the FAQs for cloud-based services on the UMIT Service Page
- Worked on developing FAQs for Zoom to be published on the UMIT website

### uStart Entrepreneurship Club

Coral Gables, Florida

*Co-founder and President*

October 2018 – Present

- Speak with investors and find sponsors
- Inspire people to make new connections and be part of a network that will continue to grow
- Attend weekly executive board meetings and help plan events

### James R. Jordan Foundation

Chicago, Illinois

*Intern*

May 2017 – May 2018

- Prepared and finalized budgets for company spending on external activities
- Created and implemented lessons relating to science, technology, engineering, mathematics and art for underrepresented students
- Developed lessons regarding self-branding and character development
- Created curriculum for teaching entrepreneurship and start-ups
- Analyzed existing data regarding student information and implemented efficient ways to organize it

### McDonald's

Oak Brook, Illinois

*Crew Member*

November 2017 – August 2018

- Communicated with customers regarding needs, promoted various products based on customers' demonstrated interest, resulting in increased sales and answered questions about product availability
- Handled customer purchases and addressed insufficient funds
- Developed strategy for table and chair placement to efficiently use building space

## SKILLS, ACTIVITIES & INTERESTS

**Languages:** Romanian; Conversational proficiency in Spanish

**Technical Skills:** Intermediate experience in C++, Tableau, Python, Visual Basic, CSS, HTML, Arduino

**Activities:** Delta Delta Delta, Delta Sigma Pi – Assistant VP of Recruitment, Ronald McDonald House Volunteer, High School Varsity Soccer

**Interests:** Golf, Skiing/Snowboarding, Traveling, Volunteering