

Sofia Rodas

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EDUCATION

COOP Careers, Data Analytics Apprenticeship

Aug 2023 - December 2023

- Engaged in a data analytics apprenticeship, with a specific focus on advancing proficiency in Excel, Python, Tableau, and SQL.
- Developed data analytics skills through participation in 200+ hours of workshops led by industry leaders.

City University of New York - Hunter College

Aug 2018 - May 2023

Bachelor of Arts in Human Biology; Concentration in Women's and Gender Studies

GPA: 3.3

SKILLS & CERTIFICATIONS

- **Certifications:** Google Data Analytics Certificate, COOP Data Analytics Apprenticeship Certificate.
- **Data Visualization:** Pivot Table, Vlookup.
- **Programming Languages:** Intermediate SQL, Python, Javascript, HTML and CSS.
- **Spoken Languages:** English (Fluent), Spanish (Fluent).
- **Skills:** Outlook, Excel, Powerpoint, Microsoft Word, Teams.

EXPERIENCE

Office Support Clerk, Haley Guiliano LLP

Oct 2023 - Jan 2025

- Provided technological support in the office by managing the tech inventory room, keeping detailed records of laptops, desktops, monitors, docking stations, and other equipment using customized Excel tracking sheets.
- Assisted with day-to-day technical troubleshooting, such as connecting monitors, checking hardware functionality, and resolving basic IT setup issues to support staff productivity
- Managed end to end onboarding and offboarding processes, including preparing welcome materials, coordinating orientation schedules, delivering initial tech training, and ensuring smooth transitions for new hires and departing employees.
- Supported recruitment logistics by scheduling interviews, setting up remote screening calls, and coordinating candidate travel and meetings with legal staff across San Jose and New York offices.

Retail Sales and Operations Assistant, Doviana - Sustainable Fine Jewelry

Oct 2022 - Oct 2023

- Achieve \$500+ in daily sales revenue by utilizing effective customer engagement strategies, and doubled individual sale revenue through upselling on necklaces, bracelets, and earrings, aligning with current fashion trends.
- Track and manage a portfolio of 50+ inventory items in Excel, ensuring product logs' accuracy for Store Manager to identify and develop theft prevention measures with any discrepancies.
- Boost weekly overseas online sales from 3 to 15+ by actively promoting the online store to tourists, effectively expanding the customer base and increasing revenue.

Recruiting and Onboarding Intern, NYBCAP

Jun 2022 - Aug 2022

- Doubled weekly sign ups through targeted outreach to student clubs, sending over 50+ daily emails, and recruiting 70+ students for NYBCAP's Associate Board, driving social media promotion and event coordination.
- Collaborated with interns to streamline the outreach process, tracking 300+ universities and clubs for contact recruitment, expanding the organization's network, and enhancing outreach efficiency.
- Conducted interviews with 5 candidates alongside advocacy director to assess their alignment with the organization's goals, while tracking notes in Excel to drive informed hiring decisions and maintain a high-caliber team.

Sales Assistant, Vintage Grapes

Sep 2019 - Aug 2021

- Addressed the unique needs of 40+ daily customers by offering tailored product recommendations, resulting in increased customer satisfaction and sales through personalized service based on individual preferences.
- Managed 20+ daily calls from customers, suppliers, and staff to ensure accurate order confirmations and precise recording of customer details with 100% accuracy of supplier deliveries and prompt resolution of customer inquiries.
- Processed invoices and staff payroll totaling \$60k+ monthly in Quickbooks, providing the Store Manager with accurate expense tracking, which led to smooth business operations and enhanced financial reliability.