

# Sofia Rodas

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## EDUCATION

### Future Code x Codesmith, **Software Developer Bootcamp**

**July 2025 - April 2026 (In progress)**

- Currently completing a full-stack software development program with hands-on training in Front End Development (JavaScript, React, HTML, CSS) and Back End Development (Node.js, Express, SQL), while developing strong problem solving and technical skills applicable to strategy and digital innovation roles.

### COOP Careers, **Data Analytics Apprentice**

**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

## SKILLS & CERTIFICATIONS

- **Certifications:** Google Data Analytics Certificate, COOP Data Analytics Apprenticeship Certificate.
- **Programming Languages:** Intermediate SQL, Python, Javascript, HTML, CSS, React, Express.
- **Spoken Languages:** English (Fluent), Spanish (Fluent), French (Beginner).
- **Skills:** Outlook, Excel, Powerpoint, Microsoft Word, Teams.

## PROJECTS

### Social Media Growth Project, @bae.usa (TikTok)

- Built and managed a TikTok account for an independent developer, reaching 230 followers and 2,105 total likes in one month, with a top-performing video reaching 449.7K views.

## EXPERIENCE

### Office Support Clerk, Haley Guiliano LLP

**Oct 2023 - Jan 2025**

- Scheduled travel for executives, including booking flights, arranging hotel stays, and coordinating car services for business trips.
- Prepared expense reports at the end of each month for executives and assisted staff members with their expense reports.
- Managed onboarding and offboarding processes for the firm, including creating and distributing welcome materials, coordinating orientation schedules, conducting initial training sessions, and facilitating smooth transitions for departing employees.
- Participated in the recruitment process by setting up screening calls for candidates, arranging in-person meetings with legal staff in either the San Jose or New York office, and coordinating travel for candidates to meet with staff members.

### 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.