

SONIA NAVARRO

9652 Esperanza Cir, Castroville, CA 95012 | (831) 585 8438 | sonavarro@csumb.edu

EDUCATION

B.S. Business Administration

Information Systems Concentration

Cal State Monterey Bay, College of Business

Expected Graduation

Spring 2017

High School Diploma

North Monterey County High School

Spring 2012

ACADEMIC HONORS

Dean's List

GPA: 3.85

California State Monterey Bay, CA

Fall 2012 –

Spring 2016

ACADEMIC WORK/RESEARCH/PROJECT

Small Business Information Systems (SBIS) Software Solution

Spring 2016

Worked in a Team Project of BUS308 to create an SBIS Solution for Verida Signs Studio.

- Collected Data to invite all the local businesses in Monterey to an Opening Event.
- Objective was to find who was willing to attend the event, the best day and time for the event.
- Data Collected were organized and analyzed using Excel.
- Created an Information Systems Solution Workbook for this purpose.

Summer Internship Program

Summer 2016

Created an Excel Application to analyze progress of the Internship Program at the College of Business for CSUMB.

- The Excel Application was presented to Dean of College of Business.
- Was granted funding to the Internship Program at the College of Business after viewing the presentation and workbook.

EXPERIENCE

College of Business Student Assistant

Summer 2016 -

Present

California State University Monterey Bay

- Organized and stored Student Data
- Scheduling for the COB Chair
- Worked on various projects using Excel

COB Internship Program Analytics Associate

**Summer 2016 -
Fall 2016**

California State University Monterey Bay

- Created database for Internship deals and contacts
- Generated monthly analytic reports

SKILLS

Technical Skills

- Visual Basic Application (VBA)
- MS Access (SQL)
- Microsoft Office (Word, Excel, PowerPoint)

Other Soft Skills

- Communication skills developed working with various teams
- Organized and led various teams
- Experience with Microsoft Office: Word, Excel, and PowerPoint
- Bilingual: Intermediate Spanish
- Adaptability skills working with different people and schedules

SERVICES

Volunteer: Tutor

**Spring 2012 -
Fall 2015**

Monterey County Free Libraries: Castroville Library

- Tutored students in math and language arts skills
- Worked with Spanish and English speaking students
- Taught students time management and organizational skills