

# Maya Rodriguez

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## EDUCATION

**University of Massachusetts Amherst**

Amherst, MA

**Isenberg School of Management**

*Bachelor of Business Administration in Operations & Information Management*

*Candidate, May 20XX*

Concentration: *Information Systems*

- Cumulative GPA: 3.79; Dean's List

### **Relevant Coursework**

#### **Business Information Systems**

- Developed understanding of information technology from business enterprise perspective and applications of technology to improve company operations
- Earned Excel Advanced User Badge with score of 93% in hands-on MS Excel activity that mirrors the Microsoft Excel exam: MO - 210: Microsoft Excel

## EXPERIENCE

### **Techrup Innovations**

Boston, MA

*Commercial Strategy Intern*

*June 20XX – August 20XX*

- Collaborated with commercial strategy team to analyze market trends, competitor activities, and customer insights
- Conducted comprehensive market research and data analysis to identify and capitalize on new growth opportunities and projects, resulting in expansion of Techrupt's customer base
- Successfully delivered high-quality products and services such as NFT, block chain, and applications
- Actively participated in team meetings, brainstorming sessions, and strategy workshops, contributing innovative ideas and solutions to business challenges
- Demonstrated strong analytical and problem-solving skills, utilizing tools such as Excel and data visualization software to interpret complex data sets and derive actionable insights for business growth

### **Big Y World Class Market**

Wilbraham, MA

*Cashier*

*July 20XX – March 20XX*

- Efficiently operated checkout lane, serving 100+ customers per shift while effectively managing check-out equipment such as scales, barcode scanners, belts, and cash registers
- Demonstrated proficiency in handling transactions including cash, credit, EBT, and checks while providing exceptional customer service, including processing returns and communicating promotional offers to customers
- Collaborated with Head Cashier and Store Manager to resolve customer issues promptly, ensuring satisfaction

## LEADERSHIP

**BUILD UMass, Amherst, MA**

*Vice President*

*February 20XX – Present*

- Facilitate client outreach through cold emails and pitching potential projects, resulting in successfully winning three website development projects
- Organize 5 weekly workshops on beginner technical skills for ~60 members
- Communicate with university officials to secure funds and networking resources for members, successfully enhancing club's reputation and fostering valuable partnerships

*Product Manager*

*October 20XX – May 20XX*

- Lead client meetings and organize biweekly standups; maintain detailed notes on Google Docs and write Jira tickets
- Conduct client interviews and consult clients on website design and content creation from competitor research
- Encourage professional development for team members by motivating developers to lead tickets based on strengths

### **OIM Peer Mentorship Program**

*Founding Member & Mentor*

*September 20XX – Present*

- Co-founded club for OIM mentorship, pairing upperclassmen with new majors and first-year students
- Host social events and monthly meetings; offer workshops about major, industry trends, career development

## SKILLS

*Computer:* Advanced Microsoft Excel, Access, Word, PowerPoint; SQL; Tableau; ERDPlus; XLMiner for Data Mining; SAP ERP; MS Project; AMPL; ARENA