

# Sparky Sun Devil

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## Education

**Bachelor of Science in Communication**, Minor: Psychology  
Arizona State University, Tempe, Arizona

May 2027  
GPA: 3.72/4.00

## Internship and Leadership Experience

**Human Resources Intern**, Vanguard, Tempe, Arizona

January 2025 - Present

- Conduct employee satisfaction surveys to assess team members' workplace experience and utilize feedback to enhance customer service practices.

**Vice President**, Hispanic Business Students Association, Arizona State University

April 2024 – Present

- Collaborated with four other officers to develop a weekly agenda for organizing meetings for student members, featuring professional members of the community as guest speakers.
- Initiated communication with employers to facilitate connections between members and internship/opportunities with prestigious companies such as Wells Fargo, United Technologies, and Intel Corporation.

## Work Experience

**Office Assistant**, Arizona State University, Tempe, Arizona

February 2023-December 2024

- Acquired and distributed 400 brochures to enhance student awareness of available financial and career services.
- Elevated social media marketing across multiple platforms, leading to a notable 40% surge in engagement.
- Effectively resolved connectivity issues with the printer and video conferencing cameras.

**Server**, Pita Jungle, Tempe, Arizona

April 2022 – November 2023

- Conducted training sessions for new employees, ensuring a comprehensive understanding of their responsibilities for seamless operations.
- Delivered exceptional customer service to over 100 guests daily, collaborating with team members to create an outstanding dining experience and foster repeat visits.
- Communicated effectively with guests to offer menu suggestions and promote daily specials oftentimes resulting in an up-sale of menu items

## Academic Projects

**Introduction to Management Communication**, Arizona State University, Tempe, Arizona

Spring 2025

- Created a marketing dashboard using Microsoft Office and analytics software to effectively track and analyze key metrics.
- Assigned responsibilities to group members according to their strengths and interests, optimizing teamwork and efficiency.
- Collaborated with teammates to present findings, utilizing research-based articles to reinforce our work and conclusions.

## Skills

**Languages:** Fluent in Spanish

**Technical Skills:** Microsoft Access; Microsoft SQL Server; Confluence, Excel, Tableau