

# Samantha Montalvo

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## EDUCATION

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The University of San Diego

Bachelor of Business Administration

Minor in Communication Studies

Expected Graduation May 2021

International Study, The American College of Greece

Sept. 2019-Dec. 2019

## PROJECTS

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Southwest Airlines Analysis, Financial Accounting, University of San Diego

April 2019

- Analyzed data and corporate performance across financial statements to highlight key information for potential investors
- Measured the companies liquidity and solvency through calculations such as quick ratio, working capital, and debt-to-equity

Descriptive Analysis, Statistics for Business and Economics, University of San Diego

Feb. 2020

- Conducted a descriptive statistical analysis on “world happiness” data based off of the Gallup World Poll
- Used Tableau to analyze variables freedom, GDP, family, and health to the extent in which those factors contributed to the happiness score

## WORK EXPERIENCE

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Student Assistant, Graduate School of Business, University of San Diego, CA

Sept. 2018 - Present

- Supports the daily management of student services by assembling logistical guides and other educational material
- Assist with cataloging participant information, data entry, and managing databases
- Design advertisements and posters

Sales & Distribution Assistant, Panama Jack, San Diego, CA

Oct. 2018 - Present

- Assist in operations of business-to-business sales through administrative, financial, and distributive duties
- Executed direct business-to-business marketing strategies through customer outreach
- Prepare and process the shipments and organization of inventory
- Developed spreadsheet models in order to catalog invoices, customer orders, and checks

Customer Service, Gelateria Frizzante, San Diego, CA

Jan. 2018 - Sept. 2018

- Ability to provide friendly positive service through effective and proper communication skills
- Displayed enthusiasm and knowledge on the stores products and inventory
- Handled currency and credit transaction quickly and efficiently

## LEADERSHIP & ACTIVITIES

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Leader, Certificate in Business Leadership, University of San Diego

April 2019

- Completion of the Undergraduate University of San Diego Business Leadership Development Program

Member, Student Finance Association, University of San Diego

Oct. 2020 - Present

- Participating in insightful discussions through activities and networking relating to finance and other business related topics

Volunteer, San Diego Food Bank

June 2020

- Worked with a team to packaged 10,000 lbs. of food for the senior donation program

## SKILLS & CERTIFICATIONS

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Certification: Microsoft Office Specialist Excel 2016, Google Ads Display, Google Analytics

Skills: Tableau, R Programming, Wordpress, Squarespace, and Canva