MARIA XIQUE

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OBJECTIVE

Motivated Business Administration student with strong organizational skills, attention to detail, and experience supporting customer-facing operations and data-driven projects in fast-paced environments. Committed to learning quickly, contributing meaningful results, and developing professionally in a challenging business or legal environment.

EDUCATION

Northern Illinois University– Dekalb, Illinois — Expected graduation: May 2028

Bachelor of Science (BSBA), Business Administration

GPA: 3.74 /4.0

- Dean's List: Fall 2025

RELEVENT COURSEWORK

Microeconomics, Statistical Analysis, Calculus I, C++ Programming, Operations Management, Finance

PROFESSIONAL EXPERIENCE

Best Buy, Geneva, IL — August 2024 – Current

Sales Associate

- Increased sales performance by exceeding monthly revenue goals by up to 15%, through personalized consultations using Best Buy's DISC framework to identify needs and close solutions-based sales.
- Enhanced customer satisfaction by resolving complex product and service issues in real time, using active listening, problem-solving, and applying product expertise to ensure and deliver optimal outcomes.
- Supported daily store operations in a fast-paced, high-volume environment by using POS systems, maintaining accurate transaction records, organizing products, and collaborating with teammates to prioritize tasks and complete customer requests on time.

Qazi Law Firm, Batavia, IL — August 2026 – Current

Legal Intern

- Organized legal documentation by maintaining 20+ case-related documents through accurate review, categorization, and filing.
- Conducted legal research by contributing to research assignments through reviewing relevant case law, statutes, and legal resources.
- Maintained case information by utilizing My Case to organize legal documents, track case-related tasks, and support efficient access to client information.

Young Invincibles, Remote — September 2026 – Current

Advocacy & Community Engagement

- Develop leadership, public speaking, outreach and advocacy skills through training, events and campaign initiatives.
- Collaborate with student leaders and nonprofit advocates to amplify young perspectives and strengthen community engagement.
- Engage fellow students in conversations surrounding higher education, workforce opportunities, healthcare access and civic engagement through peer outreach and advocacy.

ACADEMIC PROJECTS

University Engagement Strategy Project– *Northern Illinois University* — August 2025 – January 2025

- Identified key factors influencing student participation by designing surveys and conducting quantitative data analysis, showcasing research skills and ability to interpret findings for stakeholders.
- Integrated feedback from 50+ student responses and a faculty interview to align campus needs with administrative perspectives, demonstrating collaboration, ownership, and stakeholder relationship-building.

- Presented data-driven recommendations to peers and faculty, strengthening professional communication, presentation skills, and clarity in explaining complex information.

Product Innovation & Development Project– *Northern Illinois University* August 2025 – January 2025

- Developed an original product concept by identifying a market gap and designing a functional prototype through collaborative brainstorming and use of design tools, reflecting initiative and structured project execution.
- Validated customer interest by analyzing survey data from 60+ participants to assess market need, user sentiment, and purchase intent, reinforcing research, documentation, and analytical problem-solving skills.
- Delivered a persuasive business pitch with visual materials and promotional strategies, demonstrating written and spoken English proficiency, professional demeanor, and client-oriented communication.

KEY SKILL AND COMPETENCIES

- Microsoft Excel (Certified) | Microsoft Word | Microsoft PowerPoint | Google Workspace | Zoom | POS System
- Business Analysis | Market Research | Data Analysis | Customer Experience Optimization | Stakeholder
- Management | Relationship Building | Client trust development | Time management | Ability to work in diverse
- environments | Cultural awareness

LANGUAGES

Spanish (fluent)