

Rose Roldan

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SUMMARY

Detail-oriented Data Entry and Office Support professional with experience in updating databases, managing records, coordinating with vendors, and supporting daily operational workflows. Has had experience in multiple data entry and administrative support roles. Currently working on completing a Master of Science in Business Analytics (MSBA) with hands-on experience in Python, R, SQL, Power BI, Tableau, and data cleaning. Recognized for accuracy, organization, and the ability to learn new systems quickly. Strong communication skills and a background in Organizational Psychology, contributing to strengths in problem-solving, teamwork, and understanding user needs. Currently expanding analytical and technical skills with the goal of transitioning into data analytics, business operations, HR, and even accounting roles.

SKILLS

- **Technical Skills:** Adobe Acrobat Pro, Python, R, SQL, Power BI, Tableau, SPSS, Excel (VLOOKUP, PivotTables, data cleaning), MS Office (Word, PowerPoint, Outlook, Access, Teams), Photoshop, Notion, Slack, Oracle, Data entry, Data validation, Data cleaning, Database management, Typing speed: 50+ WPM, Data accuracy: 98%+
- **Office & Administrative Skills:** Record keeping, Vendor communication, Email correspondence, Document organization, Scheduling support, Inventory tracking, File management, Workflow coordination
- **Soft Skills:** Detail-oriented, Time management, Organization, Problem-solving, Communication, Team collaboration, Fast learner, Reliability
- **Certifications:** Google Data Analytics (since 2022)
- **Languages:** English (Fluent), Spanish (Fluent), Chinese Mandarin (Conversational), Italian (Conversational)

EDUCATION

California State Polytechnic University, Pomona (CPP)

Pomona, CA

Master of Science in Business Analytics (MSBA)

August 2023 – August 2027

- Contributed to multiple group projects including a ChatDoctor project: Analyzed Reddit Kaggle dataset and identify which online users are at a higher risk of stress, anxiety, or depression using Python

PROFESSIONAL EXPERIENCE

Quinn Company

City of Industry, CA

Data Entry Clerk (Temp)

October 2024 – February 2025

- Compiled and organized PDF documents in Adobe Acrobat to support Credit Analyst review
- Processed and sent approval and rejection letters for customer credit applications

Hot Topic

City of Industry, CA

Data Entry Clerk (Temp)

September 2023 – May 2024

- Updated 200+ Oracle records weekly to maintain product accuracy for online and in-store systems
- Emailed vendors about incoming and late orders
- Delivered product samples to the photography team for catalog and online listings
- Coordinated incoming samples and resolved vendor delays, ensuring product launches remained on schedule

INTERNSHIP EXPERIENCE

Proaxxes

Florence, Italy

Digital Marketing/Data Entry

June 2022 – July 2022

- Collaborated with coworkers to help improve the company's LinkedIn and Instagram profile
- Created graphs using Power BI to visualize the company's social media data customer profiles to describe the company's main consumers