

Priya Castellano

Los Angeles, CA | firstname.lastname@usc.edu | (555) 010-4827 | linkedin.com/in/priya-castellano-example
USC Marshall School of Business • B.S. in Business Administration • Expected May 2030

KEY SKILLS

Data analysis • Excel modeling • Public speaking • Team leadership
Customer service • Event planning • Bilingual: Spanish • Survey design

KEY PROJECTS

- Dining Hall Wait-Time Study** | Personal project, USC Sep 2026 – Oct 2026
- Logged 640 timed orders at 3 dining halls over 2 weeks; built a Google Sheets dashboard of peak-hour waits
 - Presented results to campus dining managers, who added an express register; average wait fell from 14 to 9 min
- Student Worker Engagement Survey** | BUAD 304 team project Oct 2026
- Designed a 15-question survey with 3 teammates; cleaned and analyzed 210 responses in Python (pandas)
 - Wrote the findings section and built 4 charts for a 12-page report ranked first of 18 teams by the instructor
- Food Pantry Inventory Tracker** | Volunteer project, Fresno Community Pantry Jan 2026 – May 2026
- Built a Google Forms + Sheets tracker for 25 volunteers, cutting the weekly inventory count from 3 hours to 45 min
 - Added low-stock alerts that caught 9 shortages early during a spring food drive serving 1,100+ families

EXPERIENCE

- Circulation Desk Student Assistant**, USC Libraries, Leavey Library, Los Angeles, CA (10 hrs/week) Sep 2026 – Present
- Answer 40+ patron questions per shift on checkout, printing and room booking; resolve 90% without escalation
 - Tracked 25+ repeat questions in one week and drafted new study-room booking signs now posted on 3 floors
- Shift Lead**, Rise & Grind Café, Fresno, CA (20 hrs/week; full-time summers) Jun 2024 – Aug 2026
- Promoted from Barista in 8 months; led crews of 3–4 on weekend shifts serving 250+ customers a day
 - Trained 6 new hires on register, recipes and food safety; balanced the \$2,500 drawer on 40+ closes with zero errors
 - Proposed a mobile-order pickup shelf that cut average peak-hour wait time by about 20% (owner's POS data)

Leadership & Activities

- First-Year Member**, Trojan Investing Society (TIS) Sep 2026 – Present
- Pitched a consumer-stock idea to 30 members; co-building a 5-stock Excel watchlist with 3 first-year members
- Treasurer**, Undergraduate personal finance club Sep 2026 – Present
- Manage the club's \$1,800 budget; co-planning 4 credit-union budgeting workshops for 150+ undergrads

EDUCATION

- University of Southern California, Marshall School of Business** Los Angeles, CA
Candidate for B.S. in Business Administration, Expected May 2030
- Relevant Coursework:** MATH 118 Calculus for Business and Economics; BUAD 304 Organizational Behavior and Leadership; WRIT 150 Writing and Critical Reasoning (fall 2026)
- Activities:** Latino Business Student Association (LBSA), American Marketing Association (AMA) at USC, intramural soccer
- Honors:** USC Presidential Scholarship (half-tuition merit scholarship for incoming first-year students)

TECHNICAL SKILLS

Software: Excel (pivot tables, XLOOKUP, charts), Google Sheets, Google Forms, Word, PowerPoint, Notion, Square POS
Programming/Data: Python (pandas, Matplotlib), R (intro), SQL (basic SELECT/JOIN), Tableau Public, Jupyter
Design/Media: Canva, Figma (basic), Adobe Express, CapCut, Instagram content scheduling
Languages: English (native), Spanish (fluent, spoken and written), Portuguese (beginner)