

Remi Castaneda

☎ (423) 555-6419 ✉ remi.castaneda@example.com

🌐 linkedin.com/example/remicastaneda 📍 Chattanooga, TN 37405



SUMMARY

Business administration student with hands on academic experience supporting construction operations through **document control, invoice reconciliation**, time sheet review, data entry, database maintenance, and operational reporting. Current coursework applies Microsoft Word, Excel, PowerPoint, Access, SharePoint, Tableau, and Power BI in realistic utility business scenarios. Academic projects include converting paper records into structured electronic files, reviewing financial and labor data, documenting exceptions, and preparing concise reports for faculty and peer review. Work with classmates and instructors has built practical habits around accurate record handling, clear communication, organized file structures, and cross team coordination. A cumulative GPA above 2.5, **valid driver's license**, and availability for supervised part time office work support reliable participation in an on site construction operation. Ready to contribute careful **administrative support** while continuing business operations development.

EDUCATION

Bachelor of Business Administration

2027

University of Tennessee at Chattanooga GPA: 2.5

Chattanooga, TN

Coursework: Business operations, financial administration, data management, operational reporting

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint
- **Database Applications:** Access, Excel tables, validation checks
- **Collaboration Platforms:** SharePoint, shared folders, version control
- **Data Visualization:** Tableau, Power BI, dashboard design
- **Records Management:** Filing, scanning, copying
- **Document Control:** Document review, electronic files, naming structures
- **Financial Administration:** Invoice reconciliation, payment processing, exception logs
- **Time Sheet Administration:** Time sheet review, hour checks, project codes
- **Data Management:** Data entry, database updates, missing value flags
- **Reporting Tools:** Operational summaries, reports, written findings
- **Utility Operations:** Construction records, work orders, field support
- **Office Administration:** Administrative projects, team coordination, office records

SKILLS

- | | | | |
|---------------------|----------------------------|--------------------|-------------------------|
| • Data Entry | • Database Maintenance | • Microsoft Excel | • Tableau |
| • Document Control | • Operational Reporting | • Microsoft Word | • Power BI |
| • Invoice Review | • Records Digitization | • Microsoft Access | • Written Communication |
| • Time Sheet Review | • Financial Administration | • SharePoint | |

EXPERIENCE

Business Administration Project, Utility Construction Support

August 2026 to Present

Capstone Project

Chattanooga, TN

Supports a simulated utility construction office through records conversion, **financial administration, time sheet review**, database updates, reporting, and workflow documentation. Applies Microsoft Office, Access, Power BI, and structured review methods while presenting findings to classmates and faculty.

- Built a records conversion plan for a simulated utility construction office using 480 sample documents.
- Created Excel and Access tracking tables with validation checks for document status and missing fields.
- Reconciled classroom invoices against purchase records, documented exceptions, and prepared an instructor summary.
- Created a time sheet audit checklist comparing hours, project codes, and approval status.
- Prepared a **Power BI** dashboard summarizing document backlog, invoice status, and labor hour categories.
- Documented workflows in Word and PowerPoint so another student team could repeat record reviews.

Business Operations Case Analyst

January 2026 to May 2026

Course Project

Chattanooga, TN

Analyzed an academic case focused on **administrative support** for a field construction **organization**. Organized transaction data, created document structures, prepared operational summaries, tested workflows, and presented recommendations for accurate digital records.

- Analyzed a construction administration case focused on **document control**, invoice flow, and communication.
- Designed an Excel workbook with protected fields, lookup formulas, and reconciliation tabs for 300 transactions.
- Created **SharePoint** style folders for project records, versioned forms, and reference documents.
- Drafted weekly operational **summaries** from activity data, open items, completed records, and follow up issues.
- Tested workbook processes with classmates using scenarios, then revised instructions from usability findings.
- Presented recommendations balancing processing speed, traceability, and accurate digital records.

Student Researcher, Administrative Data Quality

August 2025 to December 2025

Academic Research

Chattanooga, TN

Completed faculty supervised research on administrative data quality and its effect on invoice processing and operational reporting. Cleaned sample records, reviewed exceptions, built visualizations, and communicated findings for nontechnical administrative audiences.

- Completed faculty supervised research on data quality, invoice processing, and **operational reporting**.
- Cleaned a 600 row Excel dataset by standardizing dates, cost categories, identifiers, and missing values.
- Compared source records with summarized totals, identified reconciliation differences, and logged each exception.
- Used **Tableau** to visualize transaction volume, exception categories, and processing status for administrative users.
- Wrote a research summary covering methods, limitations, findings, and recordkeeping recommendations.
- Presented findings to faculty and peers, then incorporated feedback into the final report.

PROJECTS

Utility Records Digitization Study 📅 2026

Converted paper style utility records into a structured electronic filing model with status tracking, invoice references, work groups, and review checkpoints.

Administrative Data Quality Analysis 📅 2025

Studied sample administrative records through Excel cleaning, reconciliation review, Tableau visualization, and written recommendations for improved reporting.

LEADERSHIP & AWARDS

- Dean's List, 2025
- College of Business Academic Achievement Scholarship, 2026
- Student Research Presentation Recognition, 2026

CERTIFICATIONS

- Microsoft Learn, Excel for Business Fundamentals 📅 2026
- Tableau Data Literacy for Students 📅 2026
- Valid Driver's License 📅 2026

PROFESSIONAL AFFILIATIONS

- Business Student Peer Study Group, Coordinator
- Campus Service Council, Volunteer Team Member
- Student Case Competition, Team Participant

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST