

Maria Montoya

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SUMMARY

Early career business graduate with supervised experience organizing projects, researching source material, maintaining accurate records, reviewing requirements, and presenting clear findings. University assignments built practical habits for planning deliverables, tracking revisions, documenting decisions, and coordinating work across four person teams. Academic research strengthened **source evaluation**, evidence management, concise writing, and careful separation of facts from interpretation. Professional communication simulations added practice with task clarification, status updates, meeting preparation, follow up, and audience aware presentations. Work consistently reflects dependable execution, receptiveness to feedback, and respect for **structured requirements**. Comfortable supporting diverse groups, learning unfamiliar processes, and completing assigned work with care. Prepared for role specific background screening and onboarding, with a grounded approach that can contribute useful organization, communication, research, and **supervised problem solving** in a **global team** setting.

EDUCATION

Bachelor of Science in Business Administration
Franklin University GPA: 0
Coursework: Business communication, organizational behavior, project management, business research

2026
Columbus, OH

TECHNICAL SKILLS

- **Research Methods:** Source review, Evidence matrices, Qualitative analysis
- **Documentation Tools:** Meeting notes, Decision logs, Version records
- **Project Planning:** Milestone planning, Shared schedules, Deliverable tracking
- **Business Communication:** Professional email, Briefing materials, Status updates
- **Presentation Tools:** Presentation materials, Faculty presentations, Research tables
- **Quality Assurance:** Rubric review, Consistency checks, Revision control
- **Information Management:** Source references, Evidence sets, Organized records
- **Team Collaboration:** Shared deliverables, Peer review, Role rotation
- **Academic Research:** Defined questions, Documented sources, Review criteria
- **Business Analysis:** Operating considerations, Recommendation briefs, Findings synthesis

SKILLS

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|------------------------------|-----------------------|-----------------------|-------------------------|
| • Professional Communication | • Presentation | • Deadline Management | • Written Communication |
| • Project Organization | • Teamwork | • Problem Solving | • Meeting Preparation |
| • Research | • Requirements Review | • Source Evaluation | • Follow Up |
| • Documentation | • Quality Review | • Record Keeping | |

EXPERIENCE

General Business Capstone Project
University Project

January 2026 to May 2026
Columbus, OH

Completed a faculty guided capstone for a four person student team, supporting **project planning**, source research, documented analysis, **quality review**, presentation preparation, and final submission. Work centered on traceable decisions, clear communication, and practical recommendations grounded in available evidence.

- Defined a faculty guided problem and set milestones for a four person student team.
- Researched public business sources and organized **evidence** for a supported final analysis.
- Built a recommendation brief linking findings with practical operating considerations for review.
- Maintained versioned files, meeting notes, source references, and decision logs for traceability.
- Reviewed deliverables against course criteria and corrected inconsistencies before final submission.
- Presented findings to faculty and classmates, then incorporated feedback into the archived report.

Undergraduate Research Assignment
Academic Research

September 2025 to December 2025
Columbus, OH

Completed supervised undergraduate research focused on evaluating organizational information through defined questions, documented sources, consistent review criteria, and faculty checkpoints. Produced clear written and visual materials while preserving evidence quality and recording lessons from revision feedback.

- Evaluated organizational information through defined questions and documented review criteria.

- Built a **research** matrix capturing sources, observations, limitations, and **follow up** questions.
- Synthesized evidence into concise sections for a faculty reviewed academic paper.
- Coordinated supervisor checkpoints and maintained orderly drafts with supporting materials.
- Prepared tables and **presentation** notes that clarified research methods for classmates.
- Delivered the paper by deadline and documented lessons about quality and communication.

Professional Communication Simulation

January 2025 to May 2025

Student Lab

Columbus, OH

Practiced workplace communication in supervised classroom scenarios involving task clarification, status updates, meeting preparation, written follow up, shared deliverables, and document review. Rotating team roles developed dependable execution, audience aware writing, and response to feedback.

- Practiced task clarification, **status updates**, **meeting preparation**, and written follow up.
- Converted scenario requirements into action lists and tracked open items through completion.
- Drafted emails, summaries, and briefing materials, then revised them after feedback.
- Supported rotating team simulations while following assigned responsibilities and review procedures.
- Reviewed sample workplace documents and corrected missing information before classroom submission.
- Presented a communication portfolio showing organized records and audience aware writing.

PROJECTS

Business Evidence Review 📅 2026

Structured a supervised business review around a simple purpose, reliable sources, and useful communication. Created an evidence set, separated facts from assumptions, and shaped findings into a practical recommendation for classroom stakeholders.

Research Documentation Framework 📅 2025

Built a research matrix that made source details, limitations, observations, and follow up questions easier to review. Work reflected a belief that clear records help teams learn, revise, and make sound decisions together.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Academic Achievement Recognition, 2026
- Faculty Recognition for Capstone Presentation, 2026

CERTIFICATIONS

- Academic Research Methods Certificate 📅 2026
- Professional Communication Certificate 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Study Group Coordinator, 2025 to 2026
- Campus Service Volunteer, 2024 to 2026

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST