

# Darien Oliva

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## EDUCATION

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**University of Arizona, Eller College of Management**

**Tucson, Arizona**

Bachelor of Science in Business Administration

May 2023

**Major:** Business Economics    **GPA:** 3.4/4.0

**Affiliations:** Alpha Phi International Women's Fraternity | National Society of Leadership and Success

## RELATED COMPETENCIES

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**Classes:** Data Analytics and Modeling: Quantitative Analysis for Economic Strategy | Analytic Methods for Business | Quantitative Financial Management Techniques | Statistical Inference in Management | Computers and Internetworked Society | Introduction to Econometrics | Information Economics and the Internet

**Software Proficiencies:** R/RStudio, Python, Stata, SQL, Tableau, Power BI, Microsoft Access, Microsoft Office Suite (Excel, Word, PowerPoint), Adobe Photoshop/Lightroom, Canva

**Strengths:** Economics, Statistical Modeling, Forecasting, Programming, Data Visualization, Marketing, Management, Communications, Organization, Commercial and Residential Real Estate, Web Design

**Projects:** For project highlights and work samples visit <https://www.darienoliva.com>

## EXPERIENCE

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**Oliva Companies**

**Syracuse, NY**

*Office Administrator & Data Analyst*

Summers 2016-2022 | June 2023 - Present

- Process maintenance issues for up to 250 tenants by communicating time sensitive information from tenants to appropriate servicers
- Utilize Excel, R, Stata, Skyline, and Tableau for data analysis, visualization, and reporting, aiding in financial planning and lease administration processes
- Manage tenant billing and accounts receivable, overseeing approximately \$600,000 in monthly transactions for approximately 250 tenants

**Freelance Student Tutor**

**Tucson, AZ and Remote**

*Private Tutor*

January 2020 – May 2023

- Assisted students in understanding statistical concepts, data analysis techniques, and software tools including Excel, R, Stata, Python, Tableau, and Power BI
- Developed and maintained a tracking system to monitor students' progress, employing data analysis to tailor tutoring strategies for improved outcomes

**La Mariposa Resort – Weddings and Special Events**

**Tucson, AZ**

*Event Staff*

January 2022 – June 2022

- Participated in all stages of event production, efficiently handled unexpected guest requests, and adapted to varying schedules, including extended 9+ hour shifts
- Acquired versatile experience in event planning, restaurant management, and customer service delivery