

# Maria Mountaineer

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## EDUCATION

**West Virginia University**, Morgantown, WV

Expected: May 2017

*Bachelor of Science in Economics*

Major GPA: 3.6/4.0

Cumulative GPA: 3.4/4.0

**Vienna School of Business and Economics**, Vienna, Austria

*Study Abroad Program*

February 2015–May 2015

## RELEVANT COURSEWORK

Introductory Econometrics | Money and Banking | Statistics | Wages and Labor Markets | Game Theory and Economic Analysis | Calculus

## RELATED EXPERIENCE

*Talent & Human Capital Services Intern*

May 2016–Present

**Sears Holding Company (SHC)**, Morgantown, WV

- Design a certification process entailing a study guide and a test for SHC's merchant population (P&L testing) and CFO population (Retail Math testing)
- Assist Chief of Staff and Senior Leadership Program (SLP) Manager in creating a structured placement process for program participants
- Analyze the SLP interview process, identified gaps, and provided recommendations on improving the process (Recommendations will be implemented for Fall 2011 recruiting season)
- Plan weekly meetings to engage 15+ interns with senior leadership and discuss issues

*Information Guide Supervisor*

May 2015–August 2015

**West Virginia University Alumni Center**, Morgantown, WV

- Analyzed and listened to client needs, and communicated solutions in person, by phone, and via e-mail with 270,000+ clients annually
- Coordinated with over 50 University offices and local businesses to update and improve brochure diversity and quality at the Alumni Center
- Set and achieved quantitative goals pertaining to personal work performance and overall department achievement every semester

## ACTIVITIES

*Finance Committee Chair*

August 2014–Present

*Finance Team Member/Fundraising Committee*

August 2013–August 2014

**AIESEC**, Morgantown, WV

- Analyzed past financial transactions and budgeted an AIESEC retreat for 100 people
- Financed and designed fundraising material for local community members to assist with campaigns
- Researched and wrote a successful grant proposal, which resulted in three grants totaling \$2,500 to fund a student trip

## SKILLS

- STATA, MATLAB, Microsoft Access and Excel
- Fluent in French, conversational in Spanish