

Elijah Lagundino

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Summary: Enthusiastic and detail-oriented university student aspiring to pursue a career as a Business Analyst. Leveraging foundational skills gained during a receptionist role to drive data-driven decision-making. Majoring in Management Information Systems with a strong academic background in relevant courses, including the practical use of Python and Excel.

EDUCATION

B.S. Business Administrations - Management Information Systems; Expected Graduation: May 2025
San Jose State University, San Jose, CA

Related Coursework: Fundamentals of Management Information Systems, Systems Analysis and Design, Introduction to Business Programming, Computer Tools for Business, Management and Organizational Behavior

SKILLS

- Planning
- Time Management
- Problem Solving
- Organization

PROJECTS

Spotify Genre Data Visualization Tool

- Group project where the purpose was to gather data from spotify to compare information of two music genres.
Heart of this Python project is the "process_category" function, which is responsible for gathering, processing, and analyzing data from Spotify's extensive music library.
- Successfully processed and visualized Spotify data using boxplots, gaining expertise in data analysis and visualization techniques.

EXPERIENCE

Receptionist, Tax and Business Solutions, San Jose, CA

01/2023 - 04/2023

- Scheduled and coordinated appointments for a diverse clientele.
- Managed a high volume of incoming calls, addressing questions, and providing timely and accurate information to clients.
- Maintained and updated client database, ensuring data accuracy and completeness.
- Created a welcoming and professional environment for clients before and during appointments.