

Anna Diaz

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EDUCATION

California State University, Northridge (CSUN)

Bachelors, David Nazarian College of Business and Economics
Bachelor of Science in Business Analytics, Honors in Business Major
GPA: 3.92

August 2023–Present
Northridge, CA

Santa Monica College (SMC)

Business Administration Major
GPA: 3.91

August 2020–June 2023
Santa Monica, CA

PROFESSIONAL EXPERIENCE

Autonomy Research Center for STEAHM (ARCS)

Research Fellow

- Drafted a comprehensive business plan for the establishment of a new facility, outlining key strategies and procedures
- Creating, maintaining, and overseeing the development of an event database for over 1200+ entries
- Managing a team of 5 coordinators as Associate Producer for the STEAHM Nexus Event

October 2023–Present
Northridge, CA

The Boeing Company

Supply Chain Intern

- Developed three comprehensive catalogs, documenting over 30+ parts and associated carts for the 737 North Line
- Implemented Lean principles to develop project implementation plans and proposals
- Designed and presented multiple presentations using PowerPoint for senior-level management

June 2023–September 2023
Renton, WA

National Aeronautics and Space Administration (NASA)

Small Business Innovation Research and Technology Transfer Program Intern

- Conducted data analysis to interpret and organize customer feedback data
- Utilized Lean Six Sigma practices to identify process improvement opportunities within the SBIR/STTR program
- Served on the MUREP Hubs Leadership Board to organize an educational summit for fellow interns

June 2022–August 2022
Remote

Tech Coast Angels Los Angeles

Summer Analyst Intern

- Produced comprehensive reports on investment opportunities by applying SWOT analysis
- Facilitated team meetings and directed action plans to meet target deadlines
- Supported the Fund Evaluation Committee by developing a fund evaluation report and analysis

May 2023–September 2023
Remote

LEADERSHIP EXPERIENCE

NASA L'SPACE Mission Concept Academy

Project Manager

- Led an interdisciplinary team of 12 students in the development of a mission to investigate the surface and subsurface of Mars
- Managed administrative team functions, gaining proficiency in team management, strategic planning, and integration
- Facilitated monthly iterative phases with specific goals and deliverables, conducting regular reviews and incorporating feedback

January 2024–April 2024
Remote

Rotaract Business Club

President

- Founded a volunteering chapter between SMC Rotaract Club and Letters to Strangers
- Curated a LinkedIn Workshop teaching students how to optimize and enhance their LinkedIn profiles
- Facilitated a 175% increase in students on club communication platforms
- Generated a 108% active membership increase in less than five months

March 2022–June 2023
Santa Monica, CA

HONORS & AWARDS

- MUREP Innovation Tech-transfer Idea Competition (MITTIC) Winner
- SMC Rotaract Business Club Hallmark Contest Winner
- Google Coursera Data Analytics Course Certificates
- LA Rotaract District Most Improved Club Award

SKILLS

- Strong leadership, teamwork, and time management skills
- Agile methodologies, risk management, data analysis
- Extensive practice with interpersonal communication
- Proficient with Microsoft Office (Excel, PowerPoint, Word)
- Technical abilities in Tableau, Git, SQL, Python, Power BI, and Pandas