

Mario Mata

(346) 317-4419
mmata61@outlook.com

Houston, Texas
[linkedin.com/in/mario-mata-on-link](https://www.linkedin.com/in/mario-mata-on-link)

Education

Prairie View A&M University, Prairie View, TX
Bachelor of Business Administration, Management Information Systems

December 2023
GPA: 3.43

Professional Experience

Amazon.com, Inc.

Houston, Texas

Fulfillment Center Associate 1

January 2022 – Present

- Collaborated with associates to ensure efficient completion of managerial requests, working indirectly to the standard process while multitasking and prioritizing time-sensitive tasks in a fast-paced environment
- Ensured uninterrupted operations and timely solutions were provided by identifying and resolving shipment issues, consulting with relevant team members and cross-functional departments

Prairie View A&M University

Prairie View, Texas

Research Assistant

October 2023 – December 2023

- Conducted technical training sessions on Microsoft services, equipping employees with the necessary tools and communication platforms to optimize workflow efficiency and enhance overall performance
- Presented research on ChatGPT's generative AI capabilities at the International Information Management Association 2023 Conference, providing insights into cutting-edge artificial intelligence technology and its potential business impact

Junior System Administrator

August 2023 – December 2023

- Partnered with the System Administrator for the College of Business at Prairie View A&M University (PVAMU) to effectively resolve IT-related issues for faculty and staff, ensuring optimal system performance and user satisfaction
- Managed time effectively, handled software installations, performed computer troubleshooting and prioritized tasks to ensure smooth operations and adherence to university standards

Business Law Association

President

- Implemented Agile principles by breaking down organizational goals into manageable sprints and iterative cycles, ensuring incremental progress toward long-term objectives
- Maintained transparency with stakeholders on initiatives by providing weekly updates on approved events

Beta Gamma Sigma Honor Society

Vice-President

- Maintained a customer-centric focus, delivering consistent value to members by regularly adjusting initiatives and networking opportunities in response to feedback
- Coordinated events and scheduled material arrival times for seamless execution of event plans

Projects

IT Project Management

- Coordinated with stakeholders to provide regular progress reports maintaining clear communication regarding project updates and modifications throughout the development lifecycle
- Developed and maintained detailed project plans, addressing infrastructure, scope, scheduling, budgeting, quality control, communication protocols, risk management, and stakeholder engagement strategies
- Delivered successful project outcomes by balancing competing priorities, mitigating risks, and managing stakeholder expectations

Strategic Analysis

- Utilized Excel's Ad Hoc analysis and PivotTable to pivot data by key metrics, providing actionable insights into quarterly revenue trends
- Created a Tableau dashboard to visualize patterns and outliers, identifying the most profitable product and region in the U.S., driving strategic business recommendations

Skills

Microsoft Office Applications, Cross-Functional Collaboration, Detail-Oriented, PM Best-Practices Implementation, Statistical Analysis, Analytical and Strategic Problem Solver, Value Negotiation, Presenting Solutions / Proposals, Group Problem Solving, Self-Driven, Ethical Practices, Environmentally Adaptive, Task Prioritization, Construction Plan Literacy, Strong Written and Oral Communication, Bilingual (English and Spanish Fluent), Ad Hoc Reports, Agility Core Practices, Agility Tools, Kanban Boards, Scrum, Tableau Software Analysis, Microsoft Power BI, Power Query Editor, Excel, SQL, Oracle Apex DBMS, C#, Java, Cybersecurity

Awards

BP Future Talent Scholarship Recipient, Beta Gamma Sigma Honor Society, Dean's Honors, Honor Roll