KEMISH DOMINGUEZ

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EDUCATION

Brigham Young University – Idaho Coursework complete: April 2027
B.S. in Finance · Minor in Business Analytics · Data Science Certificate — Rexburg, ID
GPA: 3.5 / 4.0 · Available for internships April–August 2027

SKILLS & LANGUAGES

Excel: budgeting, financial tracking, pivot tables, VLOOKUP, VBA
Power BI: DAX, dashboards, data modeling
SQL: queries, joins, aggregation
Other tools: Google Sheets, Canva, Python (basic)
Languages: Spanish (native), English (C2 Proficient)

FINANCE & PROJECT EXPERIENCE

Co-Founder — New Earth Yerba Mate 2026 – Present
Small business, co-founded with a partner

- **Pricing & Forecasting:** Plan product costs and pricing, and build sales forecasts to decide the best way to sell.
- **Inventory:** Track inventory levels to plan restocking.
- **E-commerce:** Built the company website with a bilingual (English/Spanish) shopping cart and Venmo checkout.

Project Manager — White Pine Family Counseling Jan 2025 – Apr 2025
Rexburg, ID

- **Budgeting:** Managed a $50,000 office remodel budget end-to-end, achieving 100% cost alignment through detailed cost tracking.
- **Cost Analysis:** Conducted on-site cost analysis and measurements to identify potential overruns and inform capital investment decisions.
- **Procurement:** Coordinated pricing and labor inputs with 5 external contractors, evaluating quotes to control spend.

WORK EXPERIENCE

Worldwide Online Scheduling Assistant — BYU-Idaho Mar 2025 – Present
Rexburg, ID

- **Data Accuracy:** Process 50+ instructor contract addendums per term, verifying credit-hour accuracy to reduce errors.
- **Reporting:** Maintain high-volume contract datasets in Excel and Google Sheets to support scheduling decisions.
- **Communication:** Lead weekly correspondence with 20–40 instructors, communicating requirements clearly across stakeholders.

Operations Assistant — BYU-Idaho Mar 2025 – Sep 2025
Rexburg, ID

- **Customer Service:** Resolved 20–30 daily inquiries for 400+ residents via phone and email.
- **Operations:** Tracked 10–15 weekly requests to timely resolution, maintaining service metrics.
- **Design:** Designed digital communication materials in Canva to improve resident communication.

CERTIFICATIONS

EF SET English Certificate (C2), 2024 · How to Become a Successful Interpreter (CPD), 2024