BIJAN A. ROQUE

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EDUCATION

University of Florida Warrington College of Business — **Gainesville, FL**
Bachelor of Science in Business Administration – Finance — **May 2029**

Relevant Coursework: Managerial Accounting, Financial Accounting, Macroeconomics, Microeconomics

EXPERIENCE

Gudar Administrative and Financial Services — **Miami, FL**
Data Entry Clerk, 10 hours per week — **August 2023 – August 2025**

- Processed and reconciled financial data for four client accounts using Microsoft Excel and QuickBooks, achieving a 98% error-free entry rate and keeping all financial records current and organized for internal review
- Delivered detailed monthly and quarterly financial reports, enabling senior accountants to track performance
- Redesigned and standardized data entry templates, simplifying procedures and reducing reconciliation time by 15%, while decreasing the frequency of reporting and input errors across all managed accounts

Boucher Brothers — **Hollywood, FL**
Beach Operations Supervisor, 30 hours per week — **February 2024 – April 2025**

- Directed daily operations at a full-service beachfront location serving 200+ customers per day, overseeing workflow coordination, service execution, and quality assurance to maintain high standards during periods of peak seasonal demand
- Standardized and documented opening and closing procedures, accelerating shift readiness by 25% while improving overall operational consistency and reducing daily errors to two or fewer per day across multiple team rotations
- Managed, trained, and developed a 20+ member frontline team, creating adaptive scheduling strategies that increased labor efficiency and minimized coverage gaps during peak traffic hours

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Delta Sigma Pi – Beta Eta Chapter — **Gainesville, FL**
Pledge Class Ares, Finance Committee Member — **October 2026 – Present**

- Selected from a pool of 140+ competitive candidates to participate in an intensive five-week program to further professional and personal development through learning a host of skills such as networking and interviewing
- Coordinated with a team of six to craft weekly market recaps, current events, and personal finance presentations to educate pledge class members on capital markets, various types of investment accounts, and historical events
- Presented a legal brief capstone with three peers on Apple Inc. v. Pepper, analyzing the Supreme Court ruling's financial and stakeholder impact, including a 5% stock decline and long-term risk to Apple's high-margin Services segment

Student Finance Group — **Gainesville, FL**
Promotions Director — **August 2026 – Present**

- Organized and promoted three speaker events hosted with partner clubs, increasing attendance by 15%+ each semester
- Designed and distributed flyers, social media posts, and email campaigns promoting recruitment and weekly workshops, growing club membership by 70 students and strengthening the organization's exposure among prospective members
- Produced and ordered 90 custom club t-shirts, encouraging member engagement and brand visibility on campus

Machen Florida Opportunity Scholars — **Gainesville, FL**
Peer Mentor — **April 2026 – Present**

- Mentored five first-year scholars on course planning, major selection, and early professional development
- Led eight workshops each semester connecting incoming scholars with internship recruiting opportunities, academic advising, and Career Connections Center, while partnering with the MFOS team to expand outreach and donor engagement

ADDITIONAL INFORMATION

- **Certifications**: Bloomberg Finance Fundamentals, Bloomberg Market Concepts
- **Memberships**: FPD Fundamentals, 7AM Club, Argentine Student Association, UF Artificial Intelligence Club
- **Interests**: 5k Running, Guitar, Pickup Basketball, Reading, Learning Conversational Portuguese, Weightlifting