Ryan Marangattu

Chatsworth, CA | ryanmarangattu@gmail.com | linkedin.com/in/ryan-mara16/ | 818-456-2333

Professional Summary

Recent Statistics graduate with experience supporting university operations, research administration, records management, Excel-based reporting, customer and student service, and day-to-day office coordination. Experienced in maintaining accurate documentation, coordinating staff and operational needs, resolving inquiries, managing competing priorities, and communicating across departments. Previous Cal Poly university experience supporting both student housing operations and academic research.

Core Skills

Administrative & Office: Data entry, records management, document organization, filing, scanning, proofreading, scheduling support, task prioritization, professional correspondence, confidentiality
Operations & Coordination: Cross-team coordination, inventory tracking, issue resolution, process documentation, deadline management, customer and staff support
Data & Reporting: Excel, data validation, spreadsheet maintenance, reporting, dashboards, data cleaning, discrepancy review
Software: Microsoft Excel, Word, Outlook, PowerPoint; Google Workspace; Tableau; Power BI; Python; R; SAS; SQL

Experience

Research Assistant (Contract) | California Polytechnic State University, San Luis Obispo, CA *Mar 2026 - Jun 2026*

- Coordinated research activities, maintained study documentation, and tracked project tasks through completion.
- Collected, entered, reviewed, and validated participant and research data while maintaining organized records.
- Prepared written summaries, tables, and reports and communicated project findings to faculty and other stakeholders.
- Managed multiple project responsibilities independently while meeting established deadlines and research procedures.

Retail Sales Associate | BevMo!, San Luis Obispo, CA *Aug 2025 - Jun 2026*

- Processed customer transactions and maintained accurate payment, account, and inventory information in company systems.
- Assisted customers with questions, order issues, product location, and routine account concerns while providing professional in-person service.
- Reviewed inventory and transaction information for discrepancies and communicated issues to supervisors when additional resolution was required.
- Balanced customer service, register responsibilities, inventory tasks, and other daily operational priorities in a high-volume environment.

Operations & Administrative Assistant | Arch Machining, Canoga Park, CA *Jun 2024 - Sep 2024*

- Organized, reviewed, and maintained more than 20 years of business and manufacturing records, improving document retrieval and record accessibility.
- Verified records for accuracy and consistency and maintained structured electronic filing systems for operational documents.
- Supported staff with file organization, document processing, and day-to-day administrative needs related to production operations.
- Used Excel and other digital tools to maintain business information, prepare reports, and provide management with organized operational records.
- Improved repetitive file-management processes by developing a more efficient workflow for renaming, sorting, and organizing large volumes of production files.

University Housing Student Lead | California Polytechnic State University, San Luis Obispo, CA *Jun 2023 - Sep 2023*

- Coordinated staff assignments, inventory, maintenance requests, and operational needs during campus move-in serving more than 8,000 residents.
- Reviewed timesheets and maintained Excel-based payroll records for more than 100 student workers, checking information for completeness and accuracy.
- Communicated with student employees, supervisors, residents, and other departments to resolve scheduling and operational issues during high-volume periods.
- Maintained records and spreadsheets used to track staffing, supplies, and operational activities.

Education

California Polytechnic State University - San Luis Obispo June 2026
B.S. Statistics | Minor in Mathematics