

# Paula Calleja

281-254-3083 | [paula.calleja@tamu.edu](mailto:paula.calleja@tamu.edu) | [linkedin.com/in/paula-calleja/](https://www.linkedin.com/in/paula-calleja/)

## EDUCATION

**Texas A&M University, Mays Business School**  
*Master of Real Estate*

College Station, Texas  
December 2025

**Texas A&M University, Mays Business School**  
*Bachelor of Business Administration in Finance*  
GPA: 3.45/4.0

College Station, Texas  
May 2024

## EXPERIENCE

### Compass Compression Solutions

Houston, Texas

*Projects Controls Intern*

May 2024 – July 2024; May 2023 – August 2023

- Forecasted and analyzed financial reports for over 30 different projects weekly, reporting any inconsistencies to assure no errors within projects
- Validated data across various company reports creating cohesion within the company
- Developed production schedule using MS Project for Canada location resulting in timely productions to assure projects were finished on time for all customers
- Improved company PowerBI reports through collaboration with BI analyst, leading to facilitated usage and efficiency during meetings when finding information in reports
- Created and established several hundred pages of company procedures that were approved by the project management department supervisor and the scheduling planning supervisor and were released for company-wide usage to train new hires and teach current employees how to use company software and ensure company policy is being enforced

### Tutorfly.com

College Station, Texas

*Spanish Tutor*

August 2021 – June 2023

- Tutored Spanish to an average of 3 students per week ranging in all levels of knowledge, maintaining professional relationship with all clients
- Created weekly lessons plans for each client to tailor their learning needs and assess areas of improvement, resulting in majority of clients being able to hold conversations in Spanish after an average of 5 weekly meetings
- Managed schedules and online meeting calls, creating consistent and organized atmosphere to aid clients in their learning experience, maintaining high level of customer retention with good reviews and prepared lesson plans

### Alpha Omega Gymnastics

Pearland, Texas

*Summer Camp Coach*

July 2022 – August 2022

- Supervised and efficiently communicated with large groups of kids ranging from ages 3-12
- Taught science classes and guided groups through all activities throughout camp schedule, creating an orderly plan
- Organized gym and common areas, planned out layouts for equipment, leading to quicker closing and opening times
- Managed safety of kids and oversaw that everyone was following rules

## LEADERSHIP & INVOLVEMENT

### Future Business Leaders of America at Texas A&M

College Station, Texas

*Active Member*

January 2022 – December 2022

- Mentored over 20 new students per month met through weekly meetings, recruiting students to the organization through conversations and social events that were hosted by organization
- Scheduled up to 6 weekly professional interviews with recruited students per week to practice professional interactions, helping students to develop strong interpersonal skills

## SKILLS, ACTIVITIES & INTERESTS

**Languages:** Fluent in Spanish; Conversational proficiency in French

**Technical Skills:** Microsoft Excel, Word, PowerPoint, SharePoint, Visio, Project; HTML

**Certifications & Training:** Defining and Understanding Conflict Course at Texas A&M, Statistics Foundations (2022)

**Interests:** Traveling, baking, indoor cycling