

Rebecca A. Nistor, BSc, MBA

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EDUCATION

- **Master of Business Administration (Finance)** | University of Redlands, CA | Aug 2021
- **Bachelor of Science in Kinesiology (Pre-Physical Therapy)** | CSU San Marcos, CA | May 2015
- **Associate of Arts in Liberal Arts (Math & Science)** | MiraCosta College, CA | July 2012

ACADEMIC ADMINISTRATION EXPERIENCE

Academic Personnel Assistant, APSU - CNAS | UC Riverside | July 2025 – Present

- Oversee appointments, reappointments, and recruitments (Guidelines I, II, III) for the Center for Conservation Biology (CCB), UCR Natural Reserve System (NRS), and the Departments of Evolution, Ecology, and Organismal Biology (EEOB) and Microbiology & Plant Pathology (MPP).
- Collaborate with International Scholar Services to process J-1 and H-1B visas.
- Liaison with CNAS IT to develop the **Caspio request system**; previously developed a custom pre-Caspio tracking system using Google Apps Script and JavaScript.
- Interpret university policies regarding instructional labor relations, wage administration, and work eligibility.

Temporary Academic Personnel Assistant | UC Riverside | Nov 2024 – March 2025

- Consulted with Botany and Plant Sciences faculty on scholar appointments and visa documentation.
- Resolved complex personnel policy issues for Department Chairs and faculty.

PROFESSIONAL BUSINESS ANALYSIS EXPERIENCE

Business Analyst I & II, Enterprise Business Intelligence | Esri, Redlands, CA | Aug 2021 – July 2024

- **Project Leadership:** Managed up to 10 simultaneous projects, acting as Acting Team Lead when required.
- **Strategic Analysis:** Elicited requirements through workshops and interviews to design data visuals and information products for leadership.
- **Technical Implementation:** Produced Power BI dashboards and ArcGIS reports to model complex business processes and RACI matrices.

Enterprise Business Intelligence Intern | Esri, Redlands, CA | May 2021 – Aug 2021

- Revamped Power BI reporting for Enterprise Agreements to identify expiring licenses and increase revenue.

RESEARCH & ADDITIONAL EXPERIENCE

- **Graduate Research Assistant** | University of Redlands | 2020 – 2021
- **Doctor of Physical Therapy Student** | Azusa Pacific University | 2019
- **Physical Therapy Aide/Intern** | Multiple Clinics (ProBody, Body Basics, SD Spine) | 2015 – 2017
- **Rehabilitation Volunteer** | Country Oaks Care Center | 2017 – 2018

TECHNICAL SKILLS & LANGUAGES

- **Higher Ed Systems:** AP Recruit, PeopleSoft, TARs, CNAS FAU Management, ACAPERS.
- **Business Tools:** Microsoft Office 365 (Expert), Power BI, SQL Server, ArcGIS, Salesforce, SAP, ServiceNow.
- **Development:** Google Apps Script, JavaScript, Agile/Waterfall Methodologies.
- **Languages:** English (Fluent), Romanian (Bilingual), Spanish (Conversational).