

First & Last Name

name@email.com

[linkedin.com/username](https://www.linkedin.com/in/username)

(123) – 456 – 7890

Denver, CO 80014

SKILLS

- Excel: Pivot tables, creating detailed graphs, data cleaning, filtering out data, connecting Excel to SQL servers and more
- PowerPoint: Creating consistent templates, uploading videos, visuals, adding speaker notes, to effectively communicate class projects to classrooms every week in coursework
- Word: Active utilization to write data reports, create IT documentation, and to take meeting notes
- Outlook: Booking appointments for my project management team to meet deadlines

PROJECTS

- **Warner Bros movie project on The Nun**
- Researched and created an analytical report on comparisons between two foreign countries on theatrical engagement for the film. Tools included to extract and filter data was **Excel** to further showcase analysis
- Utilized Excel to create charts to elaborate on why engagement in Mexico for The Nun was very high to a supervisor

- **IT 461 Systems Analysis: Auto Detailing Information System**
- Collaborated with other group members to plan, and create a system where the Detailing Department of a car dealership could input data on vehicles they cleaned for clients (**PowerPoint** was used to create these slides to communicate this information visually to the classroom on a weekly basis)

RELEVANT EXPERIENCE

Denver Sports Clubs, Denver, CO

July 2017 - December 2018

Welcome Team Member

- Managed the club independently when managers were not present, and resolved out of the ordinary issues that arose
- Orchestrated all booking of the fitness classes, relaying member requests for new classes, and improvements to existing classes
- Called upon to back up the sales team by lending a hand with selling membership packages to new potential members
- Regularly developed interpersonal skills to help exceed membership renewal goals
- Administered past due accounts through setting up effective month to month payment methods with members to make sure accounts aren't getting past due balances

- Ability to work under pressure through scanning in **200+** members into the computer system each shift to ensure member data gets recorded, along with answering various phone calls, and handling member complaints in a calm manner

University of Denver , Denver, CO

June 2018-Present

IT Student Lab Consultant, Mobile Classroom Support

- Manage various computer labs with a max capacity of **25+** students, manage inventory of **30+** classroom laptops and iPads, log statistics of hourly lab usage and making sure all lab equipment is working properly

TEKsystems and IBM, Westminster, CO

Windows 10 Migration Team, Contractor

June 2019-August 2019

- Provided on-site quality assurance support to over **13** Santander Bank locations in MA, and helped a total of **80+** end users by communicating any questions they had about the new Window's environment (MS Office 365 included)

ACTIVITES

University of Denver, Denver, CO

Super Smash Brothers Club, Vice President, Social Media Manager

September 2019-Present

- Managing multiple tasks currently including planning gaming events on campus, managing the club's Twitter page to get it more followers, marketing the club around campus through creating flyers with Adobe Photoshop, and coaching new players on how to get better at the game competitively

EDUCATION

University of Denver, Denver, CO

Bachelor's Degree in IT Business Intelligence

December 2019

- Relevant Coursework: IT 425 Project Management, IT 485 Capstone