

Alan J. Kay

Des Moines, IA 50311

www.AlanKay.net

contact@alankay.net

Education

Drake University – Des Moines, IA

Bachelor of Science in Business Administration

- Information Systems and Marketing Major, Computer Science Minor
- Cumulative GPA: 3.67/4.0 – Dean's List
- President's List: Spring 2011, Spring 2012
- Dean's List: Fall 2010, Fall 2011, Fall 2012, Spring 2013
- Graduation: May 2014

Professional Experience

Principal Financial Group – Des Moines, IA May 2013 – August 2013

Data Management Intern, Principal Global Investors (40 hours per week)

- Managed, analyzed and improved 100 critical processes which generate, modify, and send time critical data
- Fulfilled existing and incoming production support requests regarding operational data source information
- Communicated, organized, and executed roll out schedules for enhancements to team jobs and processes
- Collaborated with a team of differently skilled interns to develop a mobile application for the VIP program

Principal Financial Group – Des Moines, IA May 2012 – May 2013

Application Development Intern, Principal Global Investors (40 hours per week during the summer)

- Rewrote critical accounting applications from visual basic 6 and vbscript to modern program languages
- Maintained day to day operations for 140+ jobs/processes and their respective data
- Analyzed current processes and documentation to enhance performance and reliability
- Enhanced existing applications to prepare for emerging projects and ideas

Drake University – Des Moines, IA

Systems Administrator Assistant, CBPA (6 hours per week) – Fall 2011 – Fall 2013

- Maintained faculty and classroom computer systems, including setting up new machines
- Solved issues regarding computer hardware and software
- Upgraded over 250 student's computers from different operating systems to Windows 7

Support Technician, Drake OIT student help desk (10 hours per week) – Spring 2010 – Fall 2012

- Assisted students with general technology questions, network connectivity, and application support

Grader, College of Business and Public Administration (2 hours per week) – Fall 2011 – Fall 2012

- Reviewed and graded student classwork pertaining to information systems

MacLean Power Systems – Franklin Park, IL Summer 2011, 2010

Design and Engineering Intern, Warehouse

- Supported the establishment of a centralized distribution center intended to increase efficiency and save money by performing data collection and organization for over 1000 products
- Addressed discrepancies between system and physical data
- Improved accuracy of inventory by verifying product inventory, dimensions, and weight
- Fulfilled customer orders by using data system to locate, assemble, and pack products
- Performed shipping and receiving functions to coordinate inflow and outflow of products

Technology Skills

- Java, Visual Basic.NET, Visual Basic, CADIS, HTML, JavaScript, SQL Server, Microsoft Office
- Building and maintaining computers and networks
- Database management and utilization
- Troubleshooting hardware and software problems

Leadership and Philanthropy

- Volunteered in New Orleans for hurricane Katrina cleanup
- Volunteer at church food pantry
- Team hockey player for 12 years