

Mads Katz

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Career Objective

To become a full-time grant writer for a non-profit organization.

Education

Buffalo State University (2022-present) - 1300 Elmwood Ave, Buffalo, NY 14222

- B.A. in Writing anticipated by May 2025, along with a Film Minor, Public Administration and Nonprofit Management Minor, and a Technical Writing Certificate.
- 4.0 GPA
- Received the James J. Morris Jr. Award for excellence in the study of English.
- Three internships will be completed by the time I graduate: Marketing for the English Department, instructional articles for the IT Help Desk, and researcher for the Erie County Executive's office.

Trinity College at the University of Toronto (2017-2019) - 6 Hoskin Ave, Toronto, ON, M5S 1H8

Experience

Student Assistant (2022-present) - Buffalo State University IT Help Desk, 1300 Elmwood Ave, Buffalo, NY

- Answering calls from students, faculty, and staff to resolve technical issues in a timely and professional manner. Utilizing problem-solving and communication skills.
- Trained multiple new student employees.
- Experience in a diverse range of skills including reimaging network computers, remote desktop access, software troubleshooting, and multifactor authentication assistance.

Titles Administrator (2021-2022) - ACV Auctions, 640 Ellicott St, Buffalo, NY

- Transferred around 125 titles daily between dealerships nationwide. Cross-referenced each title with state and county regulations.
- Managed the unpaid title backlog which consisted of going through about 3000 titles daily. Thoroughly organized while adding new titles and removing paid ones.

Skills

- Fluent in Spanish
- Experienced with Microsoft Office