

Dear Recruiting Coordinator,

My name is Dylan, I am a senior at CSU Monterey Bay majoring in Business Information Systems. I am looking for an entry level position dealing with database administration, event planning, marketing, operations, IT or data analytics.

I possess a strong analytical and academic background and have experience in various fields. I've started my own small business, handling all the accounting and marketing functions, and that experience has taught me valuable and tangible skills that I am eager to apply as I begin my career.

During my internship experience, I have dealt with revenue forecasting, data analytics and made a small business database using Microsoft Access to streamline data retrieval and record tracking. These experiences allowed me to gain confidence, sharpen my analytical skills, and increase my ability to perform under pressure. I have great interest in Information Systems and databases, as I really enjoy figuring out complex codes and using the variety of software available. I have taken courses relevant to Information Systems like, Advanced Excel, Ecommerce and Digital business, Database Management, Business Analytics, Finance and Operations Management. Additionally, I try to keep well informed about technology by doing outside research on the topic, listening to analysts on Bloomberg, and maintaining my personal website.

For further information regarding my knowledge and experience, please refer to my attached resume or visit my website at <https://dylancorbus.github.io/>. Thank you for your consideration and please contact me if you have any questions.

Best regards,
Dylan Corbus

Dylan Charles Corbus

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OBJECTIVE

I am a hard-working, Information Systems major with proven leadership and organizational skills. I am seeking employment in an entry level position within the Information Systems field.

EDUCATION

Schools: CSU Monterey Bay | BA: Information Systems | May 2018

West Valley College | AS: Business Administration | May 2016

Skills: Facebook Advertising, **Excel** (VLOOKUP, IF, AND, OR, CONCATENATE, SUMIFS, LEFT, MID, VBA, and MACROs, Solver for Excel, Forecasting), Website Development (**HTML**, **CSS**), **SQL**, **SAS Visual analytics**, **JMP**, **Tableau**, **SAS programming**, Teamwork, Adobe Creative Suite, **Data Analysis**, and Presenting

Languages: Native English, Beginner Spanish

Databases: Access, Oracle

Relevant Coursework: **Statistics**, **Applied Calculus**, **Financial and Managerial Accounting**, **Financial Management**, Micro and Macro Economics, Intro to Excel, Quantitative Business Analysis, Marketing, Principles of Management, Ecommerce and Digital Business, **Database Management**, Business Analytics **SAS programming**, Operations Management, Financial Management and Ethics

WORK EXPERIENCE

CSUMB College of Business. Seaside, CA

Event Coordinator Assistant August 2017-May 2018

- Organize facilities and manage event's details
 - locations, food, invitee lists, presenters, equipment, etc.
- Managed marketing campaigns
 - Email marketing, content creation, RSVP lists, Google Calendar and website updates, etc.
- Provide event feedback and reporting
 - Data entry, visualizations, improvement recommendations

Sweet Earth Foods Inc. Moss Landing, CA

Marketing/Forecasting Intern June 2017 – August 2017

- Revenue forecasting
- Transposing and recoding
- Data analysis
- Social media analysis

South County Chrysler, Dodge, Jeep, and Ram. Gilroy, CA

Service Technician May 2015 – October 2016

- Diagnosed customer concerns efficiently and effectively
- Corrected electrical, mechanical, and noise or vibration concerns
- Completed Chrysler academy up to level two certification in engines, electrical systems, and chassis/suspension
- Responsible for timely repairs of customer vehicles

LEADERSHIP, VOLUNTEER ACTIVITIES, and OTHER ACHIEVEMENTS

Dorothy's Place. Salinas, CA

CSUMB Business Volunteer Jan 2017 – May 2017

- Data gathering and entry for the demographics of the customers
- Gathered and inputted demographics data
- Consulted the kitchen manager on resolving employee to manager conflicts

Cgardenservice.com. Marina, CA

Website designer Mar 2017 – April 2017

- Designed and published company website with WordPress (Continuing to improve site)

Dylancorbus.github.io. San Jose, CA

Website developer Mar 2017 – April 2017

- Wrote the HTML code for the website in Adobe Dreamweaver (Still working on the site)

CSUMB Business Club. Marina, CA

CSUMB Business Club Officer August 2016 – December 2016

- Organized and facilitated meetings
- Prepared presentation content

NBC Interview. Morgan Hill, CA

November 14, 2014

- Interviewed for saving an elderly man who was stuck inside his burning car
- Aired on the NBC 11 o'clock news