

# Evan Dunacusky

evan.dunacusky@gmail.com • www.linkedin.com/in/evandunacusky

## EDUCATION

<b>The University of Texas at Austin</b>	Management Information Systems, Major Overall GPA: 3.6	May 2024
<b>Trinity Valley Community College</b>	Associate of Liberal Arts, Major Overall GPA: 3.950	May 2021

## EXPERIENCE

<b>Charlo Law Firm</b> - <i>Office and Court Assistant</i> ; Longview, Texas	May 2022 - August 2022
<ul style="list-style-type: none"><li>• Prepared documents and evidence for clients and court hearings</li><li>• Served papers to district offices in Gregg, Rusk, Henderson, Morrison, and Upshur counties</li><li>• Completed general office tasks including filing, billing, and aiding clients</li></ul>	
<b>McCombs School of Business</b> - <i>Teaching Assistant</i> ; Austin, Texas	August 2022 - Present
<ul style="list-style-type: none"><li>• Facilitated class and discussions with students</li><li>• Lectured class materials and graded assignments</li><li>• Maintained a line of contact between professor and students</li></ul>	
<b>McCombs Success Scholars</b> - <i>Peer Mentor</i> ; Austin, Texas	August 2022 - Present
<ul style="list-style-type: none"><li>• Provided students with resources and information regarding college and life practices</li><li>• Scheduled and facilitated weekly meetings and events with students, mentors, and staff</li><li>• Guided freshman business students throughout their first year at McCombs</li></ul>	
<b>UT Recsports</b> - <i>Facility Assistant, Billable Event Worker</i> ; Austin, Texas	January 2022 - September 2022
<ul style="list-style-type: none"><li>• Ensured safety procedures and routines are being followed</li><li>• Monitored up to 150 guests and resolves conflicts by offering guidance</li><li>• Served as a mandatory reporter in facilities to develop a healthy and safe work environment</li></ul>	
<b>Cotton Patch LLC</b> - <i>Server</i> ; Athens, Texas	June 2020 - August 2020, June 2021 - August 2021
<ul style="list-style-type: none"><li>• Managed up to six tables while maintaining professional demeanor as part of a dynamic services team</li><li>• Trained and coordinated scheduling with newly hired team members to ensure seamless service</li><li>• Led front of house shifts and resolved customer issues</li></ul>	

## LEADERSHIP EXPERIENCE AND ACTIVITIES

<b>McCombs Success Scholars</b>	August 2021 - Present
<ul style="list-style-type: none"><li>• Generate healthy spaces by organizing group activities</li><li>• Stand as a positive influence to others by maintaining an optimistic, helpful demeanor</li></ul>	

## HONORS

Guest speaker at McCombs Parent Council Meeting	April 2022
Guest speaker at McCombs Center for Leadership and Ethic	October 2022

## ADDITIONAL INFORMATION

**Computer Skills:** Proficient with MS Office Suite, RStudio, Canva and SQL and Python coding languages

**Certifications:** American Red Cross Adult and Pediatric First Aid/CPR/AED Certified

**Languages:** Basic Knowledge of Spanish

**Interests:** Advocacy, Public Relations, Information Technology, Communication

**Work Eligibility:** Eligible to work in the U.S. with no restrictions