

# Jackson Bojanowski

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## SKILLS SUMMARY

o Google Analytics	o Microsoft Excel	o Team Leadership & Development
o Tableau	o Microsoft Word	o Search Engine Optimization
o GitHub	o Adobe Premiere	o Market Research
o HTML	o Adobe Photoshop	o Excel Modeling
o CSS	o Social Media Management	o Content Management

## EDUCATION

<b>The University of Texas at Dallas (UTD)</b> – Naveen Jindal School of Management	<b>Richardson, TX</b>
B.S., Business Administration - Analytics	June 2020
	<b>GPA: 3.17 / 4.0</b>

## PROFESSIONAL EXPERIENCE

<b>The City of Allen</b>	<b>Allen, TX</b>
<i>Information Technology Intern</i>	May 2019 – July 2019

- Led a project that created a detailed inventory of over 1,000 pieces of enterprise equipment
- Executed a migration of over 100 city computers into a single domain structure
- Troubleshoot, diagnosed and resolved both software and hardware issues for city employees

<b>Best Buy / Geek Squad</b>	<b>Frisco, TX</b>
<i>Consultation Agent</i>	January 2019 – May 2019

- Resolve technical issues for dozens of clients daily on a variety of electronic devices
- Incorporated de-escalation and customer service techniques in order to achieve record-breaking NPS ratings
- Taught Clients how to best utilize their technology in order to maximize productivity and enjoyment

<b>BL Restaurant Operations</b>	<b>Addison, TX</b>
<i>Marketing Intern</i>	August 2016-July 2017

- Consolidated and edited footage for a 10-week \$250,000 concert series
- Produced and directed training content for thousands of BL managerial staff
- Implemented a drastically improved file structure for marketing materials that increased efficiency by 200%

## SELECTED LEADERSHIP & EXTRA-CURRICULARS

• <b>Phi Delta Theta, TX Upsilon Chapter</b> – Fundraising Chair	July 2018 – Present
o Generated nearly \$1,000 in my first semester as the Fundraising Chair	
o Collaborated with University officials, social media teams, and suppliers in order to ensure the success and fluidity of events	
• <b>Association for Information Systems</b> – Vice President	October 2018 – August 2019
o Increased membership by over 200%	
o Collaborated with fellow chair members in order to construct educational content for members	