JACK STEVENS

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# Education

**University of Denver, Daniels College of Business** Denver, CO

*Bachelor of Science – Business Information and Analytics* June 2024

* Major GPA: 3.68

**Summit High School** Bend, OR

* GPA: 3.73 June 2020

# Professional Experience

**Precise Flight** Bend, OR

*Information Systems Intern* June 2023 – September 2023

* Conducted analysis on supply chain management datasets using excel, delivering strategic recommendations for replacement and order requirements to upper management.
* Established a robust Vault using Autodesk’s data management software, housing over 10,000 engineering drawings encompassing hundreds of diverse products.
* Produced numerous overlay drawings for oxygen tubing based on Autodesk Inventor samples for various aerospace brands.

**Washington Street Community Center** Denver, CO

*Cooking Lead/Database Work* June 2022 – September 2022

* Oversaw meal preparation and service for preschoolers and senior citizens at the local community center.
* Identified outdated information storage practices during my tenure and spearheaded a project to update and streamline data management systems using excel.

# Leadership and Community Involvement

**Pi Kappa Phi** University of Denver

*Historian* September 2022– December 2023

* Managed alumni communication implementing engagement strategies for maximum involvement.
* Utilized Photoshop to design two pieces of merchandise a quarter, along with event advertising materials.

**Cadet Teacher and Tutor** Summit High School

*Algebra II and AP Stats* September 2019- June 2020

# Skills

**Data Analysis and Visualization**: SQL, Excel, Python, R, Tableau, JMP, Power BI, Statistical Analysis, Data Cleaning, Preprocessing, Mining and Reporting.

**Office Productivity:** C#,Excel, PowerPoint, Azure, Word