

# Jared Jaeger

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## EDUCATION

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**The University of Iowa, Iowa City, IA**

**B.B.A. Business Analytics and Information Systems**

**Anticipated May 2018**

Major GPA: 3.0/4.0

Primary Coursework: Operations Management, Business Programming, Business Process Analysis,  
Database Management, Software Design and Development, VBA Programming

## TECHNICAL SKILLS

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**Programming:** HTML/CSS, Java, Visual Basic for Applications, Github

**Database:** MS Excel, MS Access, Oracle

**Presentations:** MS PowerPoint

**Statistics:** Minitab

**Process Optimization:** ExtendSim

## PROFESSIONAL EXPERIENCE

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**Neumann Monson Architects, Iowa City, IA**

**Administrative Assistant**

**March 2017 – December 2017**

- Compile and create spreadsheets of client information
- Review, update and navigate Vision Database System
- Communicate events and procedures to architects, clients and business partners

**Central Financial Group, West Des Moines, Iowa**

**Office Assistant**

**May 2014 – May 2016**

- Scanned, organized, and compiled client information and contracts in Redtail Database
- Input financial summaries in Quickbooks
- Technical support for new hardware, software and networking issues

## LEADERSHIP EXPERIENCE

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**Sigma Chi, Iowa City, IA**

**House Manager**

**January 2016 - December 2016**

- Organized maintenance and upkeep for fraternity housing structure including electrical and networking
- Communicated throughout organization about maintenance projects and cleanliness of property
- Organized restoration of backyard volleyball court and creation of riverside beach
- Executive Member in decision-making process for entire chapter
- Successfully completed \$8000.00 backyard remodeling project

**Sigma Chi, Iowa City, Iowa**

**Homecoming/Greek Week Chair**

**January 2015 - December 2015**

- Relayed Homecoming/ Greek Week events to entire Sigma Chi Chapter at the University of Iowa
- Held chapter members accountable for participation and awareness
- Won Greek Week in Spring 2015

## SERVICE & VOLUNTEER EXPERIENCE

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**Dance Marathon**

**Participant**

**February 2015**

- Top 20 in group for donations raised
- Top Greek Fraternity– raising \$37,696.01

**Polar Plunge****Participant/Team Lead****April 2015- April 2016**

- Active participant for Polar Plunge
- Leader of Sigma Chi Chapter at the University of Iowa in 2015- raising \$6,130
- Runner Up Chapter in Most Money Raised Overall in 2015