

Jayvan Aycok

Recent College Graduate

Management Information Systems B.B.A. graduate with experience in financial reporting and budget management from my executive position in my fraternity. Managed a 50 man chapter with over a \$35,000 budget per year.

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WORK EXPERIENCE

Treasurer/Risk Management Kappa Alpha Order

05/2019 - 05/2022

Huntsville, TX

~ 25 Hours/Week

Achievements/Tasks

- Decreased debt to the National office by 68% and increased chapter operating by 250%
- Analyzed collected data from member accounts to ensure budgets are being met
- Developed a chapter budget from historical information
- Collaborated with the executive council to implement late fees and incentives for members to pay their dues
- Compiled, prepared, and filed federal and state tax returns in compliance with regulatory standards

Correctional Officer III

Texas Department of Criminal Justice

05/2019 - 10/2019

Huntsville, TX

80 Hours/Month

Achievements/Tasks

- Decreased offender situations by acting quickly, communicating with the offenders, and solving problems under stress
- Provided the public, staff, and inmates protection by enforcing State and Federal laws and administrative regulations
- Supervised the conduct of the inmates in the State correctional facility
- Transported and escorted inmates within secured areas according to relevant laws, policies, and procedures

Pipefitter Helper

Fluor Corporation

05/2018 - 08/2018

Clayton, NC

45 Hours/Week

Achievements/Tasks

- Assisted pipefitter with assembling and installing pipe, valves, couplings, or other fittings
- Demonstrated self-reliance by meeting and exceeding workflow needs
- Participated in daily reports and updates to validate progress in order to meet a deadline
- Organized and color-coded materials in the yard to decrease time wasted and improve the availability of the materials

SOFT SKILLS

Critical Thinking

Problem-solving

Time Management

Adaptability

Work Ethic

Communication

Collaborative

Analytical

Attention to detail

System Analysis

Active Listening

Creativity

Leadership

Accountability

TECHNICAL SKILLS

Microsoft Office 365

Excel/Excel VBA, Word, Access, Outlook, PowerPoint

Web Development

C#, HTML, CSS, JavaScript, Testing/Debugging, RWD, Visual Studio/Visual Basic

Data Management

SQL, SSMS, Data Analysis & Validation, Database Manipulation/Querys/Structures/Algorithms/Systems, Microsoft Azure, Scripting, SAP, ERP

Financial Analyst

Accounting, Bookkeeping, Budgeting, Technical Analysis, Financial Modeling, Financial Analysis

PROJECTS

Kappa Alpha Order Budget (12/2019 - 12/2020)

- Gathered relevant data to prepare the chapter's budget

Kaizen Circle (Team Project) (09/2021 - 12/2021)

- Analyzed an organizations information needs, then designed, evaluated, and implemented a computer-based information system using a structured approach

ORGANIZATIONS

Kappa Alpha Order (01/2019 - Present)

Attended Province Council (Spring 2019 & Spring 2022) Presented problems and solutions to other chapters during meetings

Student Alumni Association (09/2018 - Present)

WORK EXPERIENCE

Stocker/Cashier Brookshire Brothers

04/2017 - 08/2017

25 Hours/Week

Achievements/Tasks

- Accurately processed customer transactions and maintained cash drawer
- Completed daily recovery tasks to keep areas clean and neat for maximum efficiency
- Learned roles of other departments to provide coverage and keep the store operational
- Tracked inventory, conducted cycle counts and audits, and resolved issues to maintain accurate records
- Provided exceptional customer service

Apple Springs, TX

VOLUNTEER EXPERIENCE

Student Fundraiser Calvary Baptist Church

Apple Springs, TX

Tasks/Achievements

- Raised money for student trips & supplies

Student Fundraiser Muscular Dystrophy Association

08/2018 - 05/2022

Huntsville, TX

Tasks/Achievements

- Raised over \$30,000 in 3 years

Volunteer H.E.A.R.T.S. Veterans Museum

Huntsville, TX

Tasks/Achievements

- Loaded and unloaded trucks
- Cleaned the area of the memorial

Volunteer First Baptist Church

Huntsville, TX

Tasks/Achievements

- Helped the church set up and tear down

EDUCATION

BBA in Management Information Systems Sam Houston State University

08/2018 - 05/2022

Huntsville, TX

Courses

- Financial & Managerial Accounting
- E-Commerce Implementation
- Design/Presentation Business Projects
- Business Analysis I & II
- Systems Analysis & Design
- Business Database Management I & II
- Accounting Information Systems
- Business Finance
- Operations Management

General Studies/Dual Credit Angelina College

08/2017 - 05/2018

Lufkin, TX

HONOR AWARDS

President's List

Sam Houston State University

- GPA: 4.0
- Spring 2020 & Spring 2021

Dean's List

Name of the institution that issued/awarded it

- GPA: 3.5+
- Fall 2019 - Spring 2020 & Spring 2021

CERTIFICATES

IT Specialist in Databases (05/2022 - Present)