**Malec Moghadam**

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**EDUCATION**

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| **The University of Texas at Austin** | Bachelor of Business Administration, Finance  Minor: Economics  Overall GPA: 3.64 | May 2023 | May 2019 |

**EXPERIENCE**

**Tech 3443** -*Intern, Finance;* Austin, Texas February 2022 – Present

* Organized and summarized over 100,000 bits of data to track all past and current transactions, accessing draws and self-teaching VBA to unlock deeper excel functionality
* Automated certain processes such as waiver creation, cutting time spent on such processes on times

**Revojam** - *Analyst;* Austin, Texas August 2021 – Present

*Virtual Jukebox; Streaming companion app*

* Facilitated partnership with Team Liquid, extending viewing base of extension by up to 200,000 Twitch subscribers
* Modified existing software to work in conjunction with Twitch

**Spread and Co** -*Server;* Austin, Texas May 2021 – August 2021

* Protected establishment and patrons by adhering to sanitation, safety, and alcohol beverage control policies
* Implemented and suggested new product items, as well as promoting and upselling new products

**Austin Fertility Institute** -*Insurance and Office Management,* Austin, TXJune 2020 – August 2020

* Respond to requests for information by communicating with third parties like insurance, labs, etc
* Documented new procedures and complex practices for eventual successor

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Austin Uplift** - *Cofounder, VP of Finance* March 2021 – Present

* Manage the bank accounts of a 501c(3) nonprofit, including updating filings and tracking transactions
* Twice a year, donated shoes to every student in need at an underserved elementary school
* Fundraise, starting at $0 and leading to more than $4500 using crowdfunding and partnerships with local brands

**Central Texas Model United Nations** - *Chief of Finance*  December 2020 - Present

* Managed the over $80,000 financial accounts of a 501c(3) nonprofit
* Assisted in efforts to recruit, train, and inform over 200 volunteers per year
* Ordered supplies for conferences twice a year with over 400 attending high schoolers each, including spearheading moving the conference online during the height of the COVID-19 pandemic.

**Best Buddies** - *Peer Buddy, Treasurer*  Fall 2019 - Spring 2022

* Communicate with assigned individual with a developmental disability weekly to facilitate his wellbeing
* Answer calls, attend private meetings and was otherwise available as a friend to this individual
* Manage a $7000+ account and fundraise through local initiatives

**HONORS**

* University Honors Fall 2019 - Present
* March Economic Madness Case Competition Finalist Spring 2022

**ADDITIONAL INFORMATION**

**Computer Skills:** Excel, SQL, Photoshop, HTML/CSS, Python, PowerPoint, QuickBooks

**Languages:** Fluent: English | Beginner: Spanish

**Interests:** Jeopardy, Fantasy Football, Tennis

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