**Malec Moghadam**

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**EDUCATION**

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| **The University of Texas at Austin** | Bachelor of Business Administration, Finance  Bachelor of Arts, Economics  Overall GPA: 3.77 | May 2023 | May 2019 |

**EXPERIENCE**

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

* Constructed a pro forma, accessing draws and connecting 20 different sheets in excel
* Utilized QuickBooks to track transactions and update filings.
* Automized certain processes such as waiver creating, cutting time spent on such processes on time

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

*Virtual Jukebox; Streaming companion app*

* Facilitated partnership with Team Liquid, extending viewing base of extension by a potential 200,000 Twitch users
* Strategize with founder to suggest and implement features based on user feedback

**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*  March 2021 – Present

*VP of Finance (June 2021 - Present)*

* Manage the bank accounts of a 501C3 nonprofit, including updating filings and tracking transaction
* Coordinate monthly food pickups from local grocery stores and deliver them to those in need
* 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 $80,000 financial accounts of a 501C3 nonprofit
* Assisted in efforts to recruit, train, and inform over 200 volunteers
* Ordered supplies for conferences with over 1,000 attending high schoolers

**Best Buddies** - *Peer Buddy, Treasurer*  Fall 2019 - Present

* 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
* Direct trainings and assist with the campaign “Spread the word to end the word”
* Manage a $7000+ account and fundraise through local initiatives

**HONORS**

* University Honors Fall 2019 - Present
* Officer of the Season, CTMUN Spring 2020, Fall 2021
* March Economic Madness Case Competition Finalist Spring 2022

**ADDITIONAL INFORMATION**

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

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

**Interests:** Jeopardy, Fantasy Football, Basketball

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