**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: 3.769 | May 2023 | May 2019 |

**EXPERIENCE**

**Revojam -** *Head of Marketing;* Austin, Texas August 2021 – Present

* Create a presentation for DisrupTexas, a McCombs pitch competition, using PowerPoint, Premier Pro, and a live demo.
* Communicate with social organizations and twitch streamer to implement our product at their functions.
* Strategize with founder to suggest and implement features in a consulting capacity.

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

* Protected establishment and patrons by adhering to sanitation, safety, and alcohol beverage control policies
* Facilitated the implementation of 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.

**Tech 3443 -** *Intern, Marketing;* Austin, Texas June 2019 – March 2020

* Serve as an on-campus correspondent for the Head of Marketing
* Create logos, social media posts, and other graphic design needs using Photoshop and Illustrator.
* Work directly with the project head to ensure the goals of the projects were reflected in marketing

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Austin Uplift**- *Cofounder*  March 2021 – Present

*VP of Finance (June 2021 - Present)*

* Manage the bank accounts of a 501C3 nonprofit
* Coordinate monthly food pickups from local grocery stores and deliver them to those in need
* Fundraise, starting at $0 and leading to more than $3500 using innovative tactics and partnering 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

**ADDITIONAL INFORMATION**

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

**Languages:** Basic Knowledge in Spanish

**Interests:** Jeopardy, Investing, Fantasy Football

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