

Paul Thachil

paulmthachil@gmail.com | (563) 209-3532 | [linkedin.com/in/paul-thachil](https://www.linkedin.com/in/paul-thachil)

EDUCATION

The University of Iowa, Iowa City, IA

Anticipated December 2024

B.B.A. Business Analytics & Information Systems, GPA: 3.6/4.0

Eastern Iowa Community College, Bettendorf, IA

May 2022

A.A. Business Transfer, GPA: 3.92/4.0

TECHNICAL SKILLS

- **Tools:** Microsoft Excel, Microsoft Power BI, R, Python, Tableau, Orange, Oracle SQL, Github
- **Methodologies:** Data Analysis, Data Modeling, Regression, Correlation, Dashboards, Pivot Tables

WORK EXPERIENCE

Data Management Clerk, U of I - Center for Advancement, Iowa City, IA

January 2024 – Present

- Governs Alumni/Donor records within the U of I Advancement Blackbaud CRM database, the "Black and Gold Index," ensuring accuracy and encoding updates
- Fulfills data research utilizing USPS Address Change Services datasets and public records database, LexisNexis, to perform data cleaning tasks to bolster data integrity and operational efficiency
- Deploys SQL queries to systematically sort, analyze, and rectify inaccuracies in scholarship, affiliations, and current student data

IT Help Desk Clerk, U of I - Center for Advancement, Iowa City, IA

August 2023 – January 2024

- Provided comprehensive desktop assistance, predominantly resolving Windows and Apple desktop incidents utilizing TeamDynamix and Jira ticket software
- Coordinated the configuration and upkeep of desktops, workstations, and network printers, in addition to installing and upgrading drivers for equipment
- Conducted system cabling, computer equipment repair, inventory management, and setup/installation for new hire onboarding

Tippie College of Business Development Intern, U of I - Center for Advancement, Iowa City, IA

June 2023 – August 2023

- Identified 150+ top prospects for Team Tippie in the Quad Cities, Des Moines, and Kansas City areas utilizing Power BI preceding UICA's Together Hawkeyes campaign launch
- Participated in 10+ meetings between Team Tippie and various corporate leadership teams, entrepreneurs, and high-capacity donors to foster campus philanthropy initiatives

Office Services Clerk, U of I - Center for Advancement, Iowa City, IA

June 2022 – June 2023

- Processed incoming and outgoing mail and packages, using ground and express services for various donor-related departments/tasks involving the non-profit

Shift Leader, Taco Bell, Bettendorf, IA

July 2018 – August 2020

- Facilitated day-to-day operations, overseeing product quality and cash register operations while multitasking to coach employees, maintain a positive work atmosphere, and introduce ideas for improved workplace efficiency

COLLEGE ACTIVITIES

Member, Multicultural Business Student Association, Iowa City, IA

August 2022 – Present

- Attended guest speaker events to learn further about different areas of business and how to embrace different cultures and perspectives in the workplace

Member, Phi Theta Kappa Honor Society, Bettendorf, IA

January 2021 – May 2022

- Participated in community service events
- Maintained a GPA of 3.5 or higher each semester to remain in the honor society