

# Jathan Torres

[jathantorres@gmail.com](mailto:jathantorres@gmail.com) | 773-304-6018

## EDUCATION

---

### **THE UNIVERSITY OF CHICAGO, Chicago, IL**

B.A. in Economics, with minor in Music

- GPA 3.7/4.0
- Relevant Coursework: Operational Management, Managing in Organizations, Marketing Management, and Financial Accounting all taken at University of Chicago Booth School of Business
- Scholarships - CPS Scholar, First Generation, Empower Internship Scholar

## PROGRAMMING EXPERIENCE

---

**SQL** - Familiarity properly setting up databases and tables using MySQL and entering and querying data as needed to make valuable insights. Understanding of ETL processes in order to have useful databases

**Python** - Understanding of using python code to automate the process of entry into databases in conjunction with SQL.

Comfortable with webscraping to gather data as well as using APIs. Experience using python to automate repetitive tasks in order to increase overall productivity.

## EXPERIENCE

---

### **Merge (Marketing Agency) - Chicago, IL - June 2023 - Present**

*Associate Media Accounting Analyst*

- Facilitated the reception, entry, and transfer of media accounts payable invoices from vendors into Strata and Advantage.
- Communicated frequently with various internal departments to manage incoming invoices and go over monthly spending by those departments
- Requested payment information from vendor representatives and ensured a secure exchange of sensitive information
- Managed the request and acquisition of invoices that were not correctly sent by vendors at first
- Created Weekly Reports with information necessary to make payments to various vendors we worked with

### **Hyde Park Suzuki Institute - Chicago, IL - March 2020 - March 2021**

*Marketing and Administrative Assistant*

- Facilitated all aspects of marketing and communications including website design and management, layout and design, social media management and communications, customer and faculty communications, and brainstorming for improved customer acquisitions.
- Developed outreach programs to encourage student enrollment post-pandemic.
- Managed a team of ten volunteers working on customer communications, event planning, financial administration, website design, as well as other individual tasks as required

### **CharacTour Inc. - Chicago, IL - June 2020 - August 2020**

*Marketing Intern*

- Secured new users for firm's character-focused movie, TV shows books, and video game discovery platform through the creation of written materials to be published on the company website.
- In collaboration with CEO, developed marketing strategies such as how to best use written character materials on company social media accounts to encourage more interaction and exposure.
- Researched markets and other similar competitors to inform development of new marketing strategies.

## LEADERSHIP/ACTIVITIES

---

### **The University of Chicago Dirt Red Brass Band, Chicago, IL – October 2021 – June 2023**

*Pianist and Band Leader*

- Manage all band members through process of weekly and paid performances while ensuring a positive experience

### **Jazz Band - Northside College Prep High School, Chicago, IL - September 2015 - June 2019**

*Pianist and Band Leader*

- Mentored younger band members through the process of rehearsal and performances four times a year
- Performed and wrote improvisational pieces to be performed at events throughout the school year

## SKILLS AND INTERESTS

---

**Technical:** Python, SQL, Strata (accounting software), Advantage (accounting software, Microsoft Excel, Word, and PowerPoint (proficient) Facebook Ads Manager (proficient), WordPress (proficient), Google Suite applications (proficient), Photo and Video Editing software (experienced)