

ANNA SCHMILT

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EDUCATION

Villanova University, Villanova, PA

May 2022

- Bachelor of Business Administration
- Majors: Management Information Systems & Business Analytics
- Minor: Computer Science
- GPA: 3.74
- Dean's List: All Semesters
- Related coursework: Statistics for Business, Business Analytics, Strategic Information Technology, Principles of Finance, Financial Accounting, Algorithms & Data Structures I

Princeton High School, Princeton, NJ

June 2018

- GPA: 4.21
- Related coursework: AP Calculus and Statistics, Python Programming 1 and 2, AP Chemistry and Physics

EXPERIENCE

Villanova University Tech Crew, Villanova, PA

October 2018-Present

Vice President & Head Technician

- Executive board member of student-run business with revenue in excess of \$85,000 annually
- Manage day-to-day operations including processing event requests, coordinating staffing, communicating with clients, and resolving conflicts
- Run audio-visual elements for client events, including leading groups of 3-8 staff members
- Maintain and update the organizational website and database to reflect changing services and demands
- Created system of client profiles to keep track of client organizations, including adding 2 tables to the VUTC database and creating 4 new web pages

BetterTrader, Jerusalem, Israel

June-July 2019

Marketing and Research Intern

- Developed and ran social media campaign using LinkedIn, Twitter, and Facebook, creating 3500 additional post impressions in July
- Improved search engine performance of written materials such as blog posts and informational articles
- Created help menus and tutorials for users new to the platform

SKILLS & CERTIFICATIONS

Proficient Technical Knowledge of:

- | | | |
|--------------------|---------|----------|
| • Microsoft Office | • HTML5 | • Java |
| • Tableau | • CSS | • Python |
| • SharePoint | • PHP | |
| • Access Databases | • SQL | |

Certifications:

- Bloomberg Market Concepts Certification