

EDUCATION

University of Nevada, Reno Dean's List | 3.5 GPA
B.S. Business Administration with a major in Information Systems
Minor in Entrepreneurship

Aug 2014 - Present
Expected May 2018

WORK AND VOLUNTEER EXPERIENCE

The College of Business Instructional Laboratories

Reno, NV

Computer Lab Technician

Aug 2016 – Present

- Instruct students and professors in business-related lab technology and software applications
- Maintain computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in the lab
- Successfully handle all daily aspects of financial accounting through QuickBooks software

College of Business Student Council

Reno, NV

Council Member

April 2016 – Present

- Ambassador for the College of Business representing over 3,300 students while working directly with the offices of the Dean and the Director of Corporate Outreach

COBA Club Fair Committee Director

- Led a large-scale event that promoted the individual clubs and organizations under the College of Business in the fall of 2016. This event was a part of our Business Week initiative

The Road to TEDx University of Nevada Selection Committee

- Screened and selected numerous applicants to share a “big idea worth spreading” at our annual speaking event in the Joe Crowley Student Union

Nevada Taekwondo Team

Reno, NV

Black Belt Instructor, President, Treasurer

June 2014-Present

- Increased membership in ASUN recognized club from 10, to over 100 members in under 2 years through recruitment and retention techniques
- Introduced out of state competitions and funding opportunities to a core group of athletes
- Certified USA Taekwondo Referee in Sparring and Forms (Rank D2 and Level 1, respectively)

Nevada Cyber Club

Reno, NV

Certified ‘Cyber Medic’

Jan 2017 – Present

- Delivered personalized, vetted Cyber Security guidance to employees of the Carson City Attorney General's Office in categories that consist of Device, Data and Identity

TECHNICAL SKILLS AND PROFICIENCIES

HTML5, CSS3 and JavaScript ---**Intermediate**

Adobe Premiere Pro ----- **Intermediate**

Microsoft Office Suite ----- **Intermediate**

Apache OfBiz ----- **Intermediate**

C# and Xamarin (Android) ----- **Novice**

Cyber Security Consulting ----- **Intermediate**

HONORS AND AWARDS

- Personalized Gubernatorial, Mayoral, Congressional and Senatorial Letters of Commendation
- Lancer Battalion Superior Cadet Medal
- Accepted Senatorial letters of recognition from the offices of Senator Harry Reid and Senator Dean Heller as the Lancer Battalion Commander