

CHARLES A. WOJCIK

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PROFESSIONAL EXPERIENCE

Latham & Watkins, LLP

August 2022 – March 2024

Global Recruiting Data Coordinator

New York, NY

- Conceptualized and implemented streamlined processes for attorney application procedures for US recruiting offices, resulted in a time reduction of over 15% for applicant pipeline
- Analyzed law student and attorney recruiting data and presented key insights to stakeholders, enhancing decision-making processes on recruitment goals
- Managed data for over 10 legal surveys, ensuring accurate execution and reporting
- Maintained recruiting database quality control for 19+ global offices, guaranteeing data integrity

The Problem with Jon Stewart

May 2021 – January 2022

Production Assistant

New York, NY

- Contributed to editorial content for episodes and podcast, enhancing subject matter understanding
- Optimized logistic support, ensuring smooth content production for episodic content

NBCUniversal Media, LLC

November 2019 – April 2021

East Coast Page Program, November 2019 Cohort

New York, NY

- Supported guest services for late-night programming, and led 151 NBC Studio tours to 1,954 guests
- Produced daily segments for CNBC shows, generating 100,000+ views on Twitter
- Developed 204 update reports and 10 in-depth briefs for crisis management, providing key situational insights
- Assisted in the production of 5 podcast franchises and managed scheduling and content distribution

United States Marine Corps

August 2009 – March 2014

Intelligence Specialist, Sergeant (Supervisor/Manager)

Jacksonville, NC

- Formally recognized for analysis, publishing, and briefing of +200 classified intelligence reports to executive level officers, directly contributing to the disruption of adversarial operations by +95% during a six-month period
- Led a diverse team of three personnel for +15-months, directly responsible for the development of unique methods of data analysis for local atmospherics influencing operational decisions, and awarded personal commendation

EDUCATION

Zicklin School of Business, Baruch College, New York, NY

Master of Science in Business Analytics, focus in Data Analytics, Evening, Expected: May 2025

GPA: 3.77

New York University, New York, NY

Master of Arts, English Education, May 2019

GPA: 3.91

Columbia University, New York, NY

Bachelor of Arts, Creative Writing, May 2018

Honors: Dean's List Spring 2018

SKILLS

Python, R, Excel, Tableau, Database Management, Technical Analysis, Public Speaking, Content Writing

INTERESTS AND UNIQUE PERSONAL FACTS

New York Yankees (caught a home run ball in 2004), New York Jets (season ticket holder), Bowled a perfect 300 game after my SAT, Cooking (recreating meals from the Bon Appétit YouTube channel), Mixology, Daily personal reflection and journaling