

Blair Fields

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EDUCATION

University of Michigan, May 2023

Ann Arbor, MI

Bachelor of Science in Information Systems, School of Information
Business Minor, Ross School of Business

- GPA: 3.9/4.00, awarded University Honors Fall 2019-Current
- Michigan Business Group, Member
- MDriven: Michigan Finance and Entrepreneurship Club, Member
- Barger Leadership Institute, Fellow
- LSA Honors Council, Outreach Committee
- UMSI, Research Assistant

EXPERIENCE

May - Rocket Mortgage (Quicken Loans)

Detroit, MI

August 2021 Business Strategist Intern

- Ideated use cases, process flows, wireframes, artifacts and performed data analysis to understand current pain points and create solutions that led to enhanced movement, efficiency, and communication between five business units
- Aided in strategizing, creating, and implementing a new team focusing on target state processes, procedures, and organizational gaps, resulting in better client experiences for the mortgage loan process
- Filled gaps of information for the \$17B trigger channel by collaborating with eight business areas to compile information into a comprehensive document with in-depth and complex current state business processes, goals, initiatives, and key stakeholders
- Completed learning courses to improve skills: personal and professional branding, interpersonal verbal and written communication, prioritization and time management, strategic and analytical thinking, developing empathy, collaborative problem solving, and intrinsic motivation

May - Lendistry August 2020 Underwriter

Los Angeles, CA

- Served as point of contact for over 100 Small Business Administration (SBA) businesses in emergency response to COVID-19, originating Paycheck Protection Program (PPP) loans in excess of \$7.5 million
- Collaborated across SBA PPP loan origination process - qualification, due diligence, underwriting, closing - serving 150+ business as a direct contact point in the PPP Program
- Consulted by analyzing bank statements, tax returns, SalesForce, and DecisionLogic requests if customers experienced issues with bank verification during the PPP process to ensure information was accurate, allowing for more PPP loans to be distributed

May - Princeton Real Estate Management July 2019 Commercial Real Estate Intern

Bloomfield Hills, MI

- Formulated financial underwritings of eight commercial and residential properties to evaluate earnings and formulate business plans
- Created digital video advertisements for six properties under management, in effort to increase interest
- Performed due diligence and market research on 15+ previously owned properties and possible new acquisitions
- Explored five divisions of the firm through a rotational program, including finance, acquisitions, marketing, and human resources, and operations, leading to exposure and experience with all sectors of the business

November 2018 - Elizabeth Fields Design

Franklin, MI

Current Organizational Assistant & Social Media Manager

- Researched trends in the fashion and design industry to guide order placements for the following season, leading to more streamlined operations which directly impacted profit margins
- Analyzed consumer interactions on Instagram, prompting the creation of a new social media strategy focused on showcasing existing projects from start to finish, increasing overall engagement and following by over 85%
- Curated social media pages to enhance brand exposure and resulted in increased business opportunities for the company including digital media exposure and many \$1,000,000+ projects

ADDITIONAL

- Python, SQL, HTML, CSS
- Canva, Adobe Illustrator, Figma
- Accessible Web Design, UX/UI Design
- Heuristic Evaluation skills
- Microsoft Suite (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) and Google Drive (Docs, Slides, Sheets)
- Alpha Phi Sorority, Director of New Member Education and Marketing Team Board Member
- Founding Board Member of Teen-Holocaust Survivor Connection Program