

# Dan Burleson

Des Moines, IA 50310

Cell: (515) 360-6757 • daniel-burleson@uiowa.edu • GitHub: daburleson98

---

## **EXPERIENCE**

### **Business Process & Data Analyst Intern – Igor Tech, Inc.**

Summer 2020

- Designed a structured process for project fulfillment that could handle highly customizable projects
- Built an ERP application from scratch using MS Power Platform to track project fulfillment and assist where most effective and efficient
- Automated communication between 4 departments (project design, purchasing, accounting, and installation) bringing communication time down from hours or days to seconds
- Automated data collection relating to project fulfillment (e.g., lead times, design specs, contents, etc.)
- Built SharePoint database from scratch to house application and project data
- Built out detailed documentation to promote longevity of application, database, and behind the scenes automation after my departure

### **Private Tutor – University of Iowa**

Fall 2019 – Current

- Contracted for private tutoring sessions in challenging business classes; average 5 hrs/wk
- Juggled this with a 25 semester-hour schedule containing both undergrad and grad level courses

### **Business Management Intern - Custom Touch, LLC; Sarasota, FL**

Summer 2019

- Worked directly beneath owner assisting in day-to-day tasks such as production and contributing towards or fully-handling big picture projects
- Completed over 40 growth projects to develop business and a budget of \$5,000 over summer '19
- Engineered a database for inventory management from scratch via MS Access capable of handling ~20 raw materials associated with over 100 product listings across 3 major sales channels
- Hired and coordinated with 10+ freelancers to complete a wide variety of skilled projects
- Built web scraping program to pull and migrate 1,000+ online product reviews to new website

### **Co-Owner & Operations Head - CDJ Audio, LLC; Des Moines, IA**

December 2016 – January 2018

- Founded the small event management & entertainment business as partnership with close friend
- Coordinated event production and logistics, managing over \$12,000 on a single event
- Headed security teams for events; managing teams of 5-18 security personnel
- Successfully hosted 6 events, 3 of which exceeded 1300 attendees
- Generated appx. \$50,000 in revenue over the life of business
- See archived website for details of events; cdjaudio.wordpress.com

## **EDUCATION**

### **University of Iowa, Iowa City, IA– Master of Science in Business Analytics**

Anticipated May 2021, **3.81 GPA**

### **University of Iowa, Iowa City, IA– B.B.A in Business Analytics**

May 2020, 3.71 Cumulative GPA, **3.87 Business GPA**

## **COMMUNITY**

### **University of Iowa Delta Chi Fraternity**

- President, 2019
- Public Relations Chairman, 2018
- Judicial Board member, 2018
- Participating in fundraising events benefitting Jimmy V Foundation

### **CDJ Audio, LLC**

- Donated first event's profits to Iowa Catholic Radio

## **NOTEWORTHY**

- Mike's Bikes Business Simulation - 13th place out of appx. 17,000 teams
  - Group of 4 in control of computer-simulated bicycle manufacturer and seller
  - Had to observe and adapt to changing demand and product data for bicycles produced and sold
  - Full control over marketing mix and bicycles produced along with production parameters all to increase profits and grow virtual company
- Bilingual: English & Spanish
- Spent a week solo-backpacking Ireland late July '19
- Spent an April '19 weekend backpacking Loess Hills State Park
- Attended weekend leadership retreat at St. Meinrad, IN for all sitting Delta Chi presidents Jan '19
- Ran a half-marathon in Des Moines May '20

## **SKILLS**

R	SQL	Tableau Visualization	Unsupervised Learning	API & JSON
Python	MS Access	Data Analysis	Supervised Learning	MS Power Platform Suite
MS Excel	Oracle	Statistics	Forecasting	Data Automation