Jacob Minson

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Click Here for my Portfolio - jacobtminson.github.io

EDUCATION

University of Utah, David Eccles School of Business
Bachelor of Science in Information Systems

Salt Lake City, UT
December 2021

- 3.751 GPA
- Minor in Korean Language

EXPERIENCE

University of Utah
Business Intelligence Analyst, Network Operations Center

Salt Lake City, UT
January 2020 – present

- Created "Network Fast Facts" (click to view) documentation pulling a data from various sources to showcase accomplishments of University of Utah Net Ops Center. See here.
- Used tools such as Python Pandas library to create automated CSV processing solutions.
- Continually producing a "Network Monthly Metrics" report showing the change of the network status over time.
- Complete a variety of projects used on a regular basis by the Senior Data Analyst to improve data accessibility.
- Pooled data from multiple departments in order to increase transparency and communication, thereby mitigating mistakes and misunderstandings.

University of Utah
Network Administrator

Salt Lake City, UT
June 2019 – January 2020

- Assisted in creating multiple VLANs in University of Utah network to improve security and functionality in several locations.
- Worked with different teams on a university-wide project to increase number of employee time tracking devices.
- Worked with network users to ensure satisfaction and consistent access to network resources.

Interstate Specialties
Sales Coordinator

Salt Lake City, UT
June 2016 – August 2016

- Assisted in transition of small business from outdated paper use to new digital business model.
- Brought in new customers with high retention rates.
- Worked directly with business owners to actualize business vision of becoming more competitive in market and ensure customer satisfaction.

SKILLS

- Advanced skill level with Microsoft Excel.
- Korean Language Proficiency.
- Python, Python Pandas and Numpy libraries.
- MySQL database implementation and querying.
- Scrum framework familiarity.

LEADERSHIP

Association for Information Systems, Utah Chapter (TEK Club)
Vice President, Program Coordinator

Salt Lake City, UT
September 2019 – Present

- Ensure completion of tasks required for activity execution and completion.
- Coordinate with building management to ensure room reservation and access to event supplies.
- Act as all-around fill-in for any group officers who need assistance.

INTERESTS

- Long distance backpacking - over the course of 6 years, completed over 200 miles of cross-country treks.
- Interpersonal connection and assisting others in actualizing their potential.
- Vocal performance - experience in performing in front of large groups, adjusted to rigorous training.

CERTIFICATIONS

- PCEP – Certified Entry-Level Python Programmer