

# Jacob Minson

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[Click Here for my Portfolio - jacobtminson.github.io](#)

## EDUCATION

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### University of Utah, David Eccles School of Business

*Bachelor of Science in Information Systems*

Salt Lake City, UT

*May 2023*

- 3.751 GPA
- Minor in Korean Language

## EXPERIENCE

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### Summit Venture Studio

Business Analyst

Salt Lake City, UT

*June 2022 – Present*

- Intake new technologies (ML algorithms, file structures, color analyzers) analyze market fit and potential viability in industry.
- Create NLP applications for internal data organization and ML models for market analysis
- Create internal and external dashboards and reports.

### University of Utah

*Business Intelligence Analyst, Network Administrator; Network Operations Center*

Salt Lake City, UT

*June 2019 – Present*

- Created “Network Fast Facts” 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 to increase transparency and communication
- Assisted in creating multiple VLANs in University of Utah network
- Worked with several teams on a university-wide project to increase number of employee time tracking devices.

### 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- Assisted in transition of small business from outdated paper use to new digital business model.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

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

## LEADERSHIP

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### Association for Information Systems, Utah Chapter (TEK Club)

Vice President, Program Coordinator, Operations Director

Salt Lake City, UT

*September 2019 – Present*

- Ensure completion of tasks required for activity execution and completion.
- Create scripts for automation member enrollment process.
- Act as all-around fill-in for any group officers who need assistance.

## INTERESTS

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- 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

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- PCEP – Certified Entry-Level Python Programmer