

JAKE AUSTIN

11940 SW Douglas St, Portland OR 97225
(503) 914-9646 • 92jake@gmail.com
<http://pages.uoregon.edu/jacoba/resume/cv.html>

OBJECTIVE

Driven graduate of Applied Mathematics and Economics, leveraging skills with quantitative analysis, account management and information systems to pursue career in field of actuarial science.

EDUCATION

UNIVERSITY OF OREGON

Sep 2015

Majors: Economics and Applied Mathematics

Minors: Computer Information Technology and Business Administration

GPAs: Economics **3.59** | Mathematics **3.25** | CIT **3.88** | Business **3.34**

EXPERIENCE

GREENER GRASSES

June 2015 – Current

Owner, Executive Manager

- File, organize and maintain legal records related to establishment of business as well as accounting information including tax documentation with appropriate authorities
- Navigate regulatory requirements and manage implementation of required protocols including security, surveillance, packaging, signage and testing procedures
- Make employment decisions and maintain employee/ contractor records including payroll, benefits and licensure

WADDELL AND REED

January 2014 – April 2014

Intern, Financial Advising

Aimee K. Butler | abutler@wradvisors.com

- Trained in and studied information required to pass financial advising certification tests
- Conducted 20 professional interviews to expand professional and financial networks
- Participated in weekly seminar style training concerning sales techniques and customer relations

CENTER FOR BRAIN INJURY RESEARCH AND TRAINING

October 2013 - March 2014

Intern, Administrative Assistant

Professor Laurie Powell | lpowell@uoregon.edu

- Developed web applications based on educational material concerning brain injury effects and recovery processes
- Utilized graphic manipulation software to design logos
- Drafted charts and graphs to display information effectively and efficiently
- Relied upon to provide technical expertise and proofreading for professional documents

AUSTIN'S AFFORDABLE AUTOS

June 2009 – August 2009

Attendant, Desk Manager

Lori Gill | titleclerk lady@yahoo.com

- Provided assistance to customers, answered phone calls, took payments and maintained payment record files
- Performed logistic functions to create and keep a clean and professional office environment
- Trusted to transport large bank deposits

EXTRA CARRICULAR

UO ECONOMICS CLUB RESEARCH TEAM

May 2012 – June 2012

Data Collection

- Utilized professional connections to procure coffee sales data from campus shops for economic analysis

HABITAT FOR HUMANITY

June 2012 - September 2012

Construction

- Taught peers mathematical tools required to ensure alignment of deck installation
- Collaborated with team members to ensure completion of benchmarks

ADDITIONAL INFORMATION

Software Skills: Microsoft Word, Excel, Access and PowerPoint, Google Plus, Drive and Doodle, STATA, Xactware

Coding Skills: SQL, HTML5, CSS, JavaScript, jQuery, Python, Ruby