

JENNA MELOFSKY

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EDUCATION

The University of Texas at Austin	BBA, Management Information Systems Minor: Risk Management Certificate: Elements of Computing (Computer Science)	May 2027
	BS, Mechanical Engineering Overall GPA: 3.92	January 2025 - May 2025
Dallas College	AS, Liberal Sciences Overall GPA: 4.00	August 2023 - December 2024

WORK & LEADERSHIP EXPERIENCE

Laurel House Co-Op <i>Treasurer (April 2025 - Present)</i>	January 2025 - Present
<ul style="list-style-type: none">Manage a \$97,000 annual operating budget, driving responsible fund allocation and financial transparency through detailed variance analysis, strategic cost control, and collaboration with leadership teamsRepresent Laurel House on the College Houses Finance Committee, collaborating with peers across houses to shape organization-wide financial planning, policy decisions, and long-term sustainabilityDirect food purchasing and vendor negotiations to feed 60 members three meals daily while optimizing budgets	
<i>IT Manager (April 2025 - Present)</i>	
<ul style="list-style-type: none">Manage digital infrastructure by maintaining shared devices, printers, and media systems while developing internal websites to streamline operations and ensure long-term organizational continuityAdminister house Discord server to centralize communications, information sharing, and labor coordinationEstablished and maintain a digital voting system to optimize house decision-making and participation tracking	
Steve Silver Company - Strategy & Operations Intern	June 2025 - August 2025
<ul style="list-style-type: none">Automated quote intake process by designing a standardized quoting form and Excel macros to automatically transfer data into a collective spreadsheet, improving data processing efficiency by 98%Developed a SharePoint-based project tracking system to monitor status from development through shipping, enhancing visibility, accountability, and cross-team communicationIntegrated Power Automate to trigger real-time email alerts, reducing delays and confusion across global offices	
Lowe's Home Improvement - Head Cashier	October 2023 - January 2025
<ul style="list-style-type: none">Supervised and trained 30+ employees across cashier, rental, and order fulfillment teams, leveraging individual employee strengths to improve morale, drive accountability, and ensure exceptional customer serviceCoordinated staffing, scheduling, and workflow adjustments to balance employee capabilities with customer demands, reducing wait times and increasing operational efficiency during high-volume periods	

ACADEMIC PROJECTS & ACTIVITIES

R M 377 Enterprise Risk Management Case Study	Spring 2025
<ul style="list-style-type: none">Assessed Planet Fitness's structure, governance, financial data, and risk profile using SWOT analyses, heat maps, and risk correlation matrices to recommend a holistic risk mitigation strategy tailored to company objectives	

Women in Business Association - General Member	Fall 2025
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ADDITIONAL INFORMATION

Computer Skills: Microsoft Excel (Macros, VLOOKUP), Word, Powerpoint; Google Sheets, Docs, Slides; Canva

Programming Languages: Python, Java, C++, R, VBA, HTML and CSS

Interests: Cycling, Guitar, Reformer Pilates, Psychology, UX/UI Design, Management

Work Eligibility: Eligible to work in the U.S. with no restrictions