

JENNA MELOFSKY

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EDUCATION

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

WORK & LEADERSHIP EXPERIENCE

Laurel House Co-Op January 2025 - Present

Treasurer (April 2025 - Present)

- 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 teams
- Represent Laurel House on the College Houses Finance Committee, collaborating with peers across houses to shape organization-wide financial planning, policy decisions, and long-term sustainability
- Direct food purchasing and vendor negotiations to feed 60 members three meals daily while optimizing budgets

IT Manager (April 2025 - Present)

- Manage digital infrastructure by maintaining shared devices, printers, and media systems while developing internal websites to streamline operations and ensure long-term organizational continuity
- Administer house Discord server to centralize communications, information sharing, and labor coordination
- Established and maintain a digital voting system to optimize house decision-making and participation tracking

Steve Silver Company - Strategy & Operations Intern June 2025 - August 2025

- 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 communication
- Integrated 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

- 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 service
- Coordinated 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

- 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

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