

Kevin Jaworski

Phone: 260-909-0621

Email: kevin.m.jaworski@gmail.com

EDUCATION

Trine University

Bachelor of Science in Business Administration

Major: Management. Minors: Leadership, Communications

Angola, IN

May 2021

Master of Business Administration

Elective Focus: Project Management

May 2021

Master of Science in Business Analytics

Projected May 2022

Achievements:

- 4.0/4.0 GPA in undergraduate program
- 4.0/4.0 GPA in both graduate programs
- Phi Eta Sigma National Honor Society
- Delta Mu Delta National Honor Society
- Alpha Chi National Honor Society
- Trine Honors Program, 2017–present
- Ketner School of Business Pioneer Award, 2019
- Trine President's List every semester enrolled

Selected Coursework:

Lean Six Sigma, Operations Analytics, Analytics Software and Tools, Statistics and Quantitative Analysis, Project Management, Leadership, Interpersonal Communication, Intercultural Communication, Business Communication, Risk Management, Designing Operations, Facilities Management, Business Law, Organizational Behavior, Statistics, Ethics, Managerial Finance.

WORK EXPERIENCE

Process Improvement Intern

MetroNet

Evansville, IN

June 2020–August 2020

- Assisted in quality management and process improvement efforts.
- Tracked movement of physical inventory and corrected any issues that occurred.
- Participated in development, standardization, and formatting of Standard Operating Procedures.
- Performed data analysis in Power BI and developed dashboards for at-a-glance review.

Global Learning and Development Intern

SIRVA Relocation

Fort Wayne, IN

May 2019–August 2019

- Developed in-depth instructional guides on software operation for international consultants.
- Assisted the Learning and Development team with data gathering, proofreading, and instructional design.
- Updated US Domestic software training programs to align with latest software versions.
- Revised over 1100 pages of training materials for content, grammar, and formatting.

Summer Intern

Morgan McKinley Japan

Tokyo, Japan

May 2018–June 2018

- Performed candidate outreach, personally connecting with over 200 candidates.
- Mapped the organizational structure of a targeted multinational company for recruiting purposes.
- Completed client analysis and researched companies to determine their need for Morgan McKinley's services.
- Revised several large-scale spreadsheets for content accuracy and improved layout.

SKILLS/INTERESTS

- Certifications: Lean Six Sigma Green Belt.
- Tools & Programs: Microsoft Office and PowerBI, VBA, R, Tableau, SQL.
- Traits: Well-organized, conscientious, always looking to learn something new.
- Personal Interests: Project management, organizational development, electronic & indie music, esports, board games.