

# Michael Alexander Giordano

magiordano77@gmail.com ❖ (435)-513-1582 ❖ magiordano.com ❖ Park City, Utah

---

## EDUCATION

---

### University of Utah

*B.S. Economics*

**May, 2017**

*Salt Lake City, UT*

- Emphasis in Statistical Analysis
- Studied abroad in Songdo, South Korea during spring 2016 semester (University of Utah Asia Campus)
- Phi Delta Theta

## WORK EXPERIENCE

---

### Morgan Stanley

*Operations Project Analyst*

**Sept. 2017 – Present**

*South Jordan, UT*

- Part of an eleven person remediation team. Responsible for working with clients and the Client Advisory Center to resolve issues identified on their accounts and encountered during service request processing.
- Wrote and distributed macros for the team using Visual Basic.
- Macros provided useful functions to ease and speed up the process of data entry and updating thousands of accounts
- Provided statistical analysis for each project ranging from individual's performance to overall success of each project using R and Excel.
- Created an automated updating and work distribution system.

### University of Utah IT

*Front Desk Admin*

**July 2016 – Jan 2017**

*Salt Lake City, UT*

- Performed various tasks for UIT. Including scheduling, mail distribution and assisting guests.
- Used Pinnacle software to enter and set up work orders.
- Answered questions via phone and in person ranging from computer troubleshooting to general UIT questions.

### Nike Factory Store

*Full Time Athlete (Sales Associate)*

**June 2010– Aug 2013**

*Park City, UT*

- Very knowledgeable of Nike products.
- Consistent positive feedback from customers through online surveys.
- Often given tasks to take charge of and complete.
- Experience includes customer service and cashier skills.

## SKILLS & INTERESTS

---

- **Skills:** Excel; Visual Basic; Data Management; Java; JavaScript; HTML; CSS; R
- **Interests:** Computers; music; weight lifting; traveling; gaming; technology