Michael Alexander Giordano

902 Cutter Lane, Park City, Utah 84098

magiordano77@gmail.com

magiordano.com

435-513-1582

**EDUCATION**

***University of Utah,*** *Salt Lake City, UT*                                                                 Aug 2012 - May 2017

*B.S. Economics*

*Emphasis in Statistical Analysis*

**EXPERIENCE**

***Morgan Stanley*** *South Jordan, UT*                                                                  September 2017 - Current ***Operations Project Analyst***

* 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,*** *Salt Lake City, UT*                                                           July 2016 – Jan 2017 ***Front Desk Admin***

* 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,*** *Park City, UT                                                                         June 2010- Aug 2013* ***Full Time Athlete (Sales Associate)***

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

**CAMPUS INVOLVEMENT**

***Phi Delta Theta***       Jan 2013 - Dec 2013

***Scholarship Committee***

* Helped monitor fraternity member’s grades to ensure they would hit the minimum GPA requirement to maintain membership.
* Organized library study hours for members under the required GPA.

***Volunteers of America***                                                                   Nov 2016 - May 2017

***Statistical Analysis Project***

* Worked with VOA providing statistical analysis and recommendations in order to help optimize their distribution of housing vouchers.
* Found indicators showing when an individual may need more assistance to prevent failure of the housing voucher program.

**SKILLS AND ACTIVITIES**

* Studied in Songdo, South Korea through the University of Utah’s Asia Campus program spring semester of 2016.
* HTML, CSS, R, Visual Basic, Excel, Java, JavaScript, Data Management.

**INTERESTS**

* Computers
* Music
* Programming
* Traveling
* Weight Lifting
* Gaming
* Football