Permanent: 303 Warren Road

Hatboro PA 19040

JORDAN D. CUTLER

(267) 575 - 9565

jordan@jordancutler.net

EDUCATION

Lehigh University, Bethlehem, PA   **Expected May 2019**
- B.S. Computer Science & Business, a Lehigh-unique program that is both an accredited Computer Science program and an accredited business program. GPA: 3.97.
- Relevant Courses: Algorithms, Software Engineering, Data Structures, Systems Software. As of May 2017: Computer Applications in Business, Databases, Web Applications, Computer Organization and Architecture.

TECHNICAL EXPERIENCE

Projects   **github.com/lehighjcut**
- **Compiler (Fall 2016)**. Built a compiler in C++ and assembly language for a smaller version of C.
- **Hospital System (Fall 2016)**. Worked as a team executing the software development process—gathered requirements, created UML diagrams, built user interface, and presented final project to class. Java.

Tutoring
- **CSE2 & CSE17.** Paid tutor for introductory Computer Science course and data structures.
- **CSE109 (Systems Software).** Assisted over 5 classmates in completing the compiler project listed above.

Languages & Technologies
- **Proficient:** Java. SQL Proficient as of May, 2017.
- **Intermediate:** C++, C, JavaScript, Oracle EBS.
- **Prior Experience:** Python, HTML, CSS.

EMPLOYMENT

ASTM International, Credit & Collections Analyst, Conshohocken, PA   **Summer 2016 - Present**
- Researched fraudulent credit card transactions, discovering how fraud was committed and made recommendations to management. By noting additional transactions by the same individual, shipments were stopped, saving the company over $30,000 in product.
- Created an electronic file system storing 200+ company contracts, significantly reducing the time needed to access contracts. Created procedures to assist in development of organization-wide contract database.
- Managed an inbox of AR requests from customers and fellow employees, improving response time by 300%.

RELATED EXPERIENCE

Computer Science & Business Association, Vice President   **Spring 2016 – Present**
- Implemented Google Analytics and other search engine optimizations to the organization website, leading to csb.lehigh.edu to be on the top 5 search results when searching for our program.
- Improved applicability of organization website by authoring multiple sections, including: FAQ, Photos, and Board Members. Advertised changes to the website, resulting in 100% increase in site usage.
- Provided leadership and guidance to other board members, becoming the main spokesperson for the organization and the first person people go to for questions or to get a problem resolved.

LEADERSHIP EXPERIENCE

Lehigh Consulting Club, Finance Director   **Spring 2016 – Fall 2016**
- Planned, organized, and oversaw the execution of PwC Case Competition—a 2 month competition designed to give students experience in presenting to industry professionals.

Office of First Year Experience, Orientation Leader   **Spring 2016 – Fall 2016**
- Led a group of 20 first-year students in their transition to Lehigh University. Served as a resource during orientation and after, able to provide support to students academically, personally, and professionally.

Pymetrics, Lehigh University Student Ambassador   **Fall 2015**
- Coordinated 120 Lehigh University sign-ups, achieving highest number out of all 50 ambassadors nationwide.
- Initiated a partnership between Pymetrics and Lehigh University Center for Career & Professional Development, which led to the introduction of Pymetrics in Lehigh's introductory business course.
- Presented to 200 student peers and other administrators, resulting in 500% increase in sign-ups.