MADELINE KEIST

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EDUCATION

The University of Texas at Austin   Bachelor of Business Administration, Management Information Systems   May 2020
Cumulative GPA: 3.75

EXPERIENCE

NuVasive, Inc. – IT Business Analyst Intern   June 2019 – August 2019
• Analyzed business processes for Robotic Process Automation (RPA) implementation totaling $2.7 million in first-year savings
• Led a global team of developers to create RPA solutions in Sales and Accounting units
• Interacted with stakeholders to gather requirements and facilitate project throughout lifecycle

Texas 4000 for Cancer – *Finance Coordinator, Grants Committee Member*   October 2016 – May 2019
• Completed 70-day 4,000-mile ride from Austin, TX to Anchorage, AK to promote cancer awareness
• Managed accounts upwards of $100,000 for a 501(c)(3) non-profit organization
• Committed 10+ hours per week to attend T4K executive meetings and conduct day to day finance activities
• Individually fundraised $5,600 to Texas 4000's grants program for cancer research and treatment facilities
• Volunteered 50+ hours during the training period

Inter-Cooperative Council Austin – *Education Events Coordinator*   August 2018 – December 2018
• Planned and directed educational and social events for members and the community
• Organized a community workshop with the American Civil Liberties Union of Texas

Maiko Sushi Lounge – *Hostess;* Austin, Texas   August 2016 – November 2018
• Greeted guests and provided customer service, accommodating needs and handling concerns
• Managed daily floor plan of restaurant and reservation scheduling

UT Informal Classes for Adults with IDDs – *Peer Mentor*   January 2017 – May 2017
• Mentored students to provide a more personalized learning experience
• Provided assistance in classes tailored for adults with intellectual and developmental disabilities

SKILLS

• Business System Development – Agile Methodology
• SQL Database Management
• Python Problem Solving and Programming
• .NET MVC Web Application Development
• IT Security & Digital Forensics
• Operations Management and Supply Chain

PROJECTS

• **Online Banking Web Application:** Worked as part of a small team to create an Azure-hosted MVC application to support online banking functionality. The project was written in C# and HTML/CSS/Razor and utilized entity framework to interact with a SQL Server database.
• **Registration Application Project:** Created a text-based program in Python to store and manage course information and student enrollment.
• **Music Store Database Project:** Worked in PL/SQL to create a program allowing users to interact with a business's database.

ADDITIONAL INFORMATION

Honors: University Honors 2015-2019, National Merit Commended Scholar 2014
Certifications: Microsoft Office Specialist Certification
Extracurricular: UT Middle Eastern Ensemble, UT University Orchestra