

MICHAEL VINCENT

Administrative Assistant

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EDUCATION

The University of Texas at Austin	Bachelor of Science Honors	May 2021
	GPA: 3.82/4.00	
Seisen University	Nanotechnology and Innovation Program in Tokyo, Japan	June 2018

EXPERIENCE

Success Academy Charter Schools – Administrative Assistant; New York, NY May 2021 - Present

- Managed a fast-paced, dynamic environment including handling visitors
- Developed strong interpersonal skills in working with senior management
- Instituted strong and efficient communication in working with phone calls, meetings, and ordering equipment
- Handled proactively detailed management of multiple tasks using MS Word, Excel, Outlook, and Slack
- Produced reports of progress for senior management

Tau Beta Pi Honor Society – *Special Events Coordinator*; Austin, TX December 2019 - May 2021

- Planned independently large-scale events with budgets up to \$2K
- Pioneered new networking events and panels through establishing relationships with Tau Beta Pi alumni
- Collaborated with VP External and Director of Professional Development to organize career development events

Juristat – *Data Analyst*; St. Louis, Missouri July 2019 – August 2019

Juristat allows patent prosecutors to predict the behavior of their examiner, competitors, and potential clients using data analytics.

- Spearheaded multiple projects to update, correct, and expand Juristat's database utilizing Excel spreadsheets
- Expanded Juristat's database by upwards of 20% through finding 1,352 new, potential clients over 237 companies
- Attained multiple meetings and negotiations with new clients

UT Chemical and Petroleum Engineering Department – *Computer Lab Proctor*; Austin, TX August 2017 – May 2019

- Supervised independently two computer labs with traffic of 100+ people per day to assist with technical issues

LEADERSHIP

Texas Undergraduate Moot Court Team – *Competitor* June 2019 – May 2020

Moot court is a simulated court proceeding. It involves making an oral argument and defending it in front of multiple court justices.

- Researched previous court cases and established law to tailor the information into easily understandable arguments
- Conveyed oral arguments to a panel of judges, strengthening skills in intercommunication and persuasion
- Advised new members in how to improve their arguments and oral presentation
- Reached the Octofinal round in a national qualifier tournament

Foot in the Door Theatre Troupe – *Actor* August 2019 - Present

ACCOMPLISHMENTS

- Friends of Alec Endowed Scholarship Honors (8 semesters) August 2017 – Present
- John S. and Clara W. Cargile Endowed Scholarship August 2020 – Present
- UT Freshman Case Competition 3rd place October 2017
- NSDA National Qualifier in Domestic Extemporaneous Speaking June 2017

Eligible to work in the U.S. with no restrictions