

JUSTIN RATCLIFFE

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Education

December 2015 **UNIVERSITY OF FLORIDA**

Master in Information Systems and Operations Management (ISOM), Hough Graduate School of Business

- Concentration: Business Intelligence and Analytics
- Member: Creative Media Committee for Association of Information Systems

May 2014 **UNIVERSITY OF FLORIDA**

Bachelor of Science in Business Administration – Finance, Warrington College of Business Administration

- Minor: Entrepreneurship
- Dean's List, Warrington College of Business Administration

Technical Skills ▪ SAP, Microsoft Office Suite, Excel, Word, Powerpoint, eDocs
▪ Java, SQL, C# (Spring 2015)

Experience

June 2013- **DISCOVERY COMMUNICATIONS, INC.**

SILVER SPRING, MD

August 2013 **Intern, Content Financial Analyst**

- Conducted financial research and analysis of production and inventory issues for U.S and international networks
- Trained through end to end content payment process from vendor set up to program archiving
- Used SAP module to enter content payment schedules for external production vendors
- Supported production process by maintaining data in multiple systems related to each program
- Co-coordinated the purging of audit-ready verification packets in accordance with SOX for all networks
- Chosen as Intern of the Week out of 150 interns for completing audit project

May 2012- **MIAMI BEACH DEVELOPMENT**

MIAMI, FL

August 2012 **Assistant Superintendent**

- Developed task sequencing lists and weekly work schedules for entire worksite
- Completed and categorized inventory on all newly arrived products
- Worked 40 hours per week while taking college classes

May 2011/ **FRONTLINE MEDIA SOLUTIONS**

PEMBROKE PINES, FL

May 2012 **Marketing Consultant**

- Oversaw and worked with team of nine workers on annual marketing campaign
- Improved sales by 30% during time of working there by improving upon previous marketing techniques
- Designed advertisements for Anna's Linens Memorial Day Weekend sales

Leadership

TAU EPSILON PHI – ACTIVE BROTHER

GAINESVILLE, FL

November 2012 **Family Weekend Chair**

- Planned event to host the parents of all fraternity brothers
- Coordinated tailgate and arranged football game tickets for parents

October 2012 **Alumni Weekend Chair**

- Set up event to host 100+ former brothers
- Prepared fundraising event that raised over \$5,000 to help build a new house

September 2012 **Rush Committee**

- Worked with other Rush Committee members in creating exciting, week-long rush events
- Beat original recruitment goals during successful rush and finished with a 32-person pledge class