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Permanent Address
3146 Rockbridge Drive
Highlands Ranch, Colorado

EDUCATION

Iowa State University, Ames, Iowa

Expected Graduation Date: May 2017

Bachelor of Science, *Management Information Systems*

Cumulative GPA: 3.88 / 4.0

Honors: Dean's List | Order of Omega Outstanding Freshman | Beisner Academic Leadership Award

Kratochvil Freshman Award | AEGON TransAmerica Foundation Scholarship | Award for Competitive Excellence

TECHNICAL SKILLS

Languages: Java, R, HTML, CSS, Bash Script

Operating Systems: OS X, Linux (Debian, CentOS), Windows (7, 8)

Programs: Terminal, FileZilla, Excel, RStudio, VirtualBox, Sequel Pro, Adobe InDesign, Photoshop, Illustrator

Additional experience in data analytics, command-line interfaces, disk partitioning, and troubleshooting applications.

PROFESSIONAL EXPERIENCE

Vector Marketing Corporation

Littleton, Colorado

Field Sales Manager

June 2013 – August 2014

- Created a base of more than 150 customers through in home demonstrations, personal recommendations and outstanding customer service, resulting in sales of over \$30,000 (top 1% of the company)
- Cultivated time-management and goal setting skills which enabled sales of \$6,342 in 10 days, resulting in the #10 sales representative across more than 40 offices
- Increased closing percentage 56% greater than the company average

Assistant Manager

April 2014 – August 2014

- Worked with a team of 10 managers to achieve more new sales than any other office in the company by recruiting 274 representatives (11% growth over previous year)
- Led a team of 36 representatives to sell \$120,000 worth of Cutco Cutlery
- Conducted 25 interviews of 75 applicants, and led daily one-on-one personal coaching sessions
- Delivered a 15 minute speech at a divisional conference for an audience of 350 managers and representatives

Highlands Ranch Metro District

Highlands Ranch, Colorado

Intern, Finance Department

January 2013 – April 2013

- Drafted explanations of budget documents in an uncomplicated way for use in the annual report
- Compiled data on the maturity, call date, broker, etc. of the District's fixed-income investments in Excel by entering information from records and consolidating spreadsheets
- Recorded, analyzed and interpreted data in Microsoft Excel

LEADERSHIP EXPERIENCE

Up 'til Dawn – St. Jude Children's Research Hospital

Ames, Iowa

Executive Director

November 2014 – Present

- Determine the overall mission, vision and direction of the St. Up 'til Dawn program and the Executive Board
- Communicate with the St. Jude representative and faculty advisor on the progress of the Executive Board
- Lead weekly Executive Board meetings, and oversee all fundraising, recruitment, and publicity initiatives

Assistant Director

March 2014 – November 2014

- Coordinated recruitment efforts with the Greek, Student Organizations and Residence Hall Recruitment Chairs
- Personally negotiated a partnership with 160 sorority women to increase marketing, recruitment and fundraising potential
- Planned, publicized and coordinated daily outreach and awareness events during *St. Jude Up 'til Dawn Awareness Week*
- Communicated all initiatives to the directors, adviser, St. Jude/ALSAC representative and Executive Board

Emerging Greek Leadership Council

Ames, Iowa

Treasurer

January 2014 – November 2014

- Implemented a new payment system to increase efficiency and collected on 98.8% of accounts receivable
- Oversaw council finances by collecting/depositing income, making purchases and validating transactions
- Prepared a budget for the following year and a transition binder for the incoming treasurer

Tau Kappa Epsilon Fraternity - Epsilon Chapter

Ames, Iowa

Secretary

January 2014 – December 2014

- Consolidated and managed spreadsheets and records for external reporting and the enforcement of membership standards
- Participated in Cabinet discussions with the other officers on the state of the chapter and semester goals
- Assisted in managing the chapter's public relations presence via social media outlets