

Shannon R. Douglas

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EDUCATION AND PROFESSIONAL CERTIFICATIONS

<u>Certified Management Accountant (CMA)</u> - Part 1 Passed (Institute of Management Accountants - IMA)	2025
<u>University of Vermont (UVM), Grossman School of Business, Burlington, VT</u>	May 2026 (Expected)
- BS Major: Business Administration with a dual concentration in Accounting & Analytics, Minor: Computer Science	
- GPA (Cumulative): 3.81	
<u>University College of Dublin, School of Arts & Humanities, Dublin, Ireland</u>	Spring 2025
<u>Windsor High School, Windsor, CT</u>	June 2022
- Graduated 5th of 260, High Honors student, completed 8 Advanced Placement courses for credits	

WORK EXPERIENCE

<u>Business Insights & Analytics Intern, Travelers, Hartford, CT</u>	June - August 2025
<u>Business Insights Delivery, Business Insurance</u>	
- Coded and developed a fully automated system for assigning and notifying team members to certain projects, using Microsoft Power Apps and Power Automate within several days.	
- Created customer-facing dashboards using MicroStrategy; gathered requirements, consulted with stakeholders.	
- Enhanced data outputs by leveraging various Python libraries, contributed code in a collaborative repository.	
- Designed an internal SharePoint site for a department, partnered with team leads to gather requirements and implemented improvements.	
- Led a team to produce bi-weekly intern newsletters; facilitated meetings, managed distribution, communicated updates to leadership.	
<u>Founder/Owner of aTrippieHippie ETSY Shop</u>	Summer 2021 - Present
- Gross revenue to date exceeds \$133,000. Total unit sales exceed 2,200.	
- Maintains average 5-star rating across 880+ reviews, earns monthly Bestseller and Star Seller badges.	
- Responsible for account reconciliations, tax filing, product design, production and shipping, advertising, inventory management, customer relationship management, and budgeting.	
- Key customers include Universal Studios, who bought hoodies in bulk for Halloween Fright Night.	
<u>Beverage Cart Driver, Keney Park Tavern and Golf Course, Hartford, CT</u>	Summers 2023 & 2024
- Stocked cart, tracked inventory, managed cash and card transactions, built relationships with repeat clients.	
- Banquet/Events: Arranged and organized banquet hall, completed any tasks necessary to specific events.	
<u>Teaching Assistant (TA) and Tutor, UVM, Burlington, VT</u>	Fall 2023 & Spring 2024
- TA for Professor (Vermont Senator) Chittenden with the Information Technology course.	
- Graded assignments and tests, coordinated with other TAs to ensure consistent grading methods, attended lectures, held office hours twice a week, and proctored exams.	
- Paid tutor position for Financial Accounting course, worked 4 hours per week with various students.	

JOB SKILLS

<u>Programming:</u>	Proficient in Python (and several libraries), Java, JavaScript, C++, HTML, CSS, and PHP
<u>Software:</u>	Excel, SQL Script, Access, Microstrategy, Tableau, Tableau Prep, Qlik, CondaPlus, AI, GitHub, JupyterLab, SharePoint editor, WordPress, hosting/server management
<u>Soft Skills:</u>	Meeting facilitation, team coordination, feedback implementation, requirement gathering, presenting

AWARDS AND HONORS

- UVM Gallagher Flynn Award for Excellence in Accounting Junior year	May 2025
- UVM Dean's list 6 time recipient Freshman, Sophomore, Junior and Senior years	2022 - 2025
- UVM Student of Distinction Award 2 time recipient Freshman and Sophomore years	May 2024
- 55th Shad Derby Queen Town of Windsor, Connecticut	May 2022

CLUBS AND EXTRACURRICULARS

<u>UVM:</u>	Olympic Weightlifting team and Club Secretary (2023 - Present), Case Competitor in the Lazaridis International Case Competition (2025), Catamount Innovation Fund: Venturer (2023 - 2024), Entrepreneurship Club (2022 - 2023)
<u>Other:</u>	Website Development Personal Project (2024 - Present), Volunteer at CT Cat Connection (2024 - Present), Internship at Humane Society of Chittenden County (2024)