

Hunter Porch

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Auburn, Al

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EDUCATION

Auburn University – Harbert College of Business

Bachelor of Science in Business Administration

Major: Information Systems Management

Major GPA: 3.7

Technical Skills:

- SQL database coding
- Python coding
- Tableau Data Visualization
- Microsoft Excel Expert
- Certified Ethical Leader
- AWS Certified Cloud Practitioner

WORK EXPERIENCE

Team TSI

Maintenance crew (June 2019-July 2019)

- Maintained facility grounds and office space of 5-6 acres
- Facilitated the organization and delegation of grounds maintenance
- Collaborated with a team of 3 diverse maintenance personnel
- Conferred with the CEO about maintenance updates and projects at least twice a week
- Integrated solutions and engineered ideas to problems around the facility

Auburn University – Office of Information Systems and Business Analytics

Administrative Assistant (June 2023 – December 2023)

- Completed tasks given by both instructors and administrators
- Kept up with the front of the office space and desk
- Stocked and recorded items in the office for professors
- Handled scheduling appointments and walk ins

Auburn University Capstone Project Course

Project manager (Fall 2023)

- Produced and approved project documents every week
- Communicated with project Sponsor and advisor at least 2 times a week
- Delegated tasks to project to 2 other team members
- Cooperated with another team of 5 members assigned to a different project
- Cross checked documents and ideas with course admin