

PAUL NITSCHKE

SUMMARY OF QUALIFICATIONS

A dedicated professional with experience working in different industries and employees at all levels of an organization. Dependable and goal-oriented individual accustomed to a strong work ethic and adapting to changing priorities. Excellent communicator with a record of accomplishments both from a scholastic and employment perspective.

CORE COMPETENCIES

• Program Development • Employee Management • Business Computing • Budget Management • Strategic Planning • Operations Management • Data Wrangling • Exceptional Organizational and Time-Management Skills • Microsoft Office Platform • Computational Thinking • Database Management

EDUCATION

University of Iowa, Iowa City, IA

Bachelor of Science, Business Analytics and Information Systems

Anticipated Graduation: December 2024 (GPA in Major: 3.00/4.00)

EXPERIENCE

Intern, Cedar Rapids Opera Company, Cedar Rapids, IA

June 2024 – August 2024

- Organized and streamlined donor database to improve tracking and management of contributions
- Implemented strategies to reduce email deliverability issues, preventing messages from being marked as spam
- Updated website layout and content to attract a broader audience
- Integrated quick pay platforms with donor database to facilitate seamless donations

House Painter, Kraven Expert Painting and Wall Hanging, Chicago, IL

May 2022 – January 2024

- Prepare surfaces for painting, including sanding, patching, and priming
- Apply paint, varnish, and other finishes to walls, ceilings, and other surfaces
- Use a variety of tools and equipment, such as brushes, rollers, and spray guns and ensure all safety protocols are followed
- Work with other tradespeople to ensure a successful project; train new painters through effective communication and learned technical skills

Cook, Fox's Pub & Restaurant, Chicago IL

March 2021 – April 2022

- Set up workstations with all needed ingredients and cooking equipment
- Prepared ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Ensured great presentation by dressing dishes before they are served
- Kept a sanitized and orderly environment in the kitchen

ACTIVITIES

- Maeve McNicholas Pediatric Cancer Foundation Committee - Member
- University of Iowa Volleyball Intramurals – Member
- Marist High School Peer Leadership Program - Member

REFERENCES AVAILABLE UPON REQUEST