

Clark Griswold

Flagstaff, AZ 86005

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Skills & Qualifications

- Adobe Creative Suite
 - Microsoft Office
 - Intermediate Excel
 - Complex SQL Queries
 - BI Data Analytics
 - Data Visualization and Dashboarding
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Education

Northern Arizona University, Flagstaff, AZ

BSBA, Information Systems Management

Dec. 2022

Honors: *Magna Cum Laude* (GPA: 3.8), Outstanding ISM Senior Fall 2022

- Attained a broad range of IT skills including constructing, managing, and querying relational and dimensional databases using SQL, and coding in C#, Python, command line, HTML, CSS, and shell scripts.
- Acquired a foundational understanding of various business topics including law, managerial accounting, macroeconomics, management principles, and business analytics.

Yavapai College, Prescott, AZ

Computer Networking Technology Certificate (GPA: 4.0)

May 2019

- Learned to configure computer operating systems, networks, hardware, and software.
 - Earned 32 college credits from dual enrollment courses while in high school.
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Work History & Relevant Experience

General Contractor Assistant

Feb. 2023 to April. 2023

El Coco Flotante LLC, Luquillo, PR

- Assisted with various general contracting tasks including demolition, removing debris, laying concrete, plumbing, and electrical work with a diverse group of coworkers.

Student

ISM 440: Applied Business Intelligence, Northern Arizona University

Fall 2022

- Performed advanced statistical analysis on large data sets using RapidMiner and Tableau.

ISM 360: Management Information Systems, Northern Arizona University

Spring 2021

- Prepared robust data visualization dashboards starting from the ground up with non-normalized data.
- Constructed normalized data from organic sets using Excel, Python scripts, Unix vi, and shell commands.

ISM 310 Database Analysis, Modeling, And Design, Northern Arizona University

Spring 2020

- Created and queried SQL databases in My SQL and Oracle SQL.

Undergraduate Programs Technology Specialist

Oct. 2020 to Dec. 2022

W. A. Franke College of Business, Northern Arizona University

- Managed a web and mobile based student engagement platform (Suitable) with over 4,000 registered users.
- Maintained technical backend of Suitable by performing periodic updates to the database of users and troubleshooting issues as they arose or were reported.
- Prepared quarterly reports using data analysis techniques on large datasets.
- Improved the processes of the platform by independently strategizing and consulting with stakeholders. Subsequently held regular meetings with Suitable staff to discuss options and make feature requests.
- Led a project to create a platform usage tutorial video for students by collaborating with relevant parties including students, academic advising staff, professors, and Suitable personnel.
- Brought the project to completion by scripting, recording, narrating, editing, and publishing the video.

FCB Student Ambassador

Aug. 2020 to June 2022

W. A. Franke College of Business, Northern Arizona University

- Responded to student inquiries promptly and professionally over the telephone and via email.
- Assisted clients with technical troubleshooting using creative problem solving and critical thinking.
- Worked effectively on a team and independently to assure inquiry follow through and customer satisfaction.
- Hosted and moderated virtual and in-person seminars with over 100 attendees.
- Represented the FCB professionally during interpersonal meetings with enrolled and prospective students.