

# Addison Martin

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**OBJECTIVE:** Seeking entry-level position that will lead to opportunities in the healthcare, automotive, financial, consumer, energy, or technology industry.

## EDUCATION

**Texas A&M University**, Mays Business School, College Station, TX  
*Bachelor of Business Administration in Management Information Systems*  
GPA: 3.96

May 2023

## SKILLS

- CompTIA Network+ Certification
- Intermediate knowledge of C#, MySQL, data modeling
- Basic knowledge of WireShark, Cisco Packet Tracer, HTML, Microsoft Suite, Linux, RStudio, Tableau, PowerBI, and Python

## RELEVANT EXPERIENCE

**RSM US**, Dallas, TX  
*Technology Risk Consulting Intern*

Summer 2022

- Constructed Automation 360 software bot with 3 other team members in one-week competition that obtained and cleansed user data population of ~800 employees to showcase benefits of using automation in business processes
- Assisted in providing System and Organization (SOC) 2 reports on ~50 security-related controls for financial and energy clients which sharpened attention to detail and ability to quickly learn new processes
- Conducted reports over 5 internal IT controls relevant to homebuilding client's internal control over financial reporting designed to mitigate the risk of financial inaccuracy

**CMIS Case Competition**, Texas A&M University  
*1<sup>st</sup> Place Winner*

April 2022

- Competed on team of 3 against 18 other MIS teams judged by 7 industry professionals, earning 1<sup>st</sup> place
- Analyzed information systems case study with team members and created proposal for digitalizing company data by implementation of website, mobile application, and cloud database
- Presented solution in 2 rounds of presentations, which enhanced public speaking and vision-casting abilities

## LEADERSHIP

**Impact Retreat**, Texas A&M University  
*Camp Counselor*

Jan 2022 - Present

- Developed leadership strategies through eight-week training in preparation for camp of 40 incoming freshmen
- Mentor nine freshmen by frequent check-ins to ensure seamless transition into college

**Pine Cove Outback**, Columbus, TX  
*Camp Counselor*

Summer 2021

- Supervised 8 middle school campers at overnight week-long camp and encourage culture of unity and team-building
- Addressed behavioral problems of campers alongside senior counselor to encourage appropriate conduct

**Grace Bible Church**, College Station, TX  
*Worship/Bible Study Leader*

Sept 2020 - Present

- Supervise two other band members and conduct band rehearsals weekly for youth ministry of 40 students
- Teach 30 middle school students weekly, while hosting one-on-one coaching sessions with students

## WORK EXPERIENCE

**Houston City Personnel**, Houston, TX  
*Temporary Office Assistant*

June 2019

- Delivered top-level service to ~30 visitors for contracted Oil and Gas company to ensure positive experience
- Organized over 200 invoices for company's Controller when requested for two-week extension after contracted period due to recognition of hard-work ethic