

EVAN PYLE

(515) 689-9196 • evpyle@uiowa.edu • 525 E Washington Street, Iowa City, IA 52240

PROFESSIONAL SUMMARY

Motivated, efficient, and quality-driven finance student eager to learn more about business while supporting employee needs and contributing to organizational success.

SKILLS

- Microsoft Word, Excel, PowerPoint, Access
- Advanced Spanish
- Excellent time management
- Data input & analysis
- Strategic analysis
- Skillful communication
- Administrative support
- Project management
- Innovative thinker

WORK HISTORY

June 2019 – Aug 2019
Iowa City, IA

Social Enterprise Research and Development Intern / Anawim Housing

- Developed a training manual draft, including team member rules and policies
- Created and managed a database of available social enterprise members
- Tracked work supplies and budget, prepared supply orders
- Researched and presented best options for compensation of team members
- Developed a system for tracking open assignments

Mar 2017 - Aug 2017
Clive, IA

Lot Attendant & Showroom Assistant / Willis Auto Campus

- Kept showroom and lot cars clean, orderly, and presentable
- Performed routine quality checks
- Delivered cars to be detailed after a sale
- Greeted customers and directed them to the attendant

Aug 2012 - May 2018
Johnston, IA

Volunteer Resident Assistant / Bishop Drumm Retirement Center

- Interacted with patients by playing games, conversing, and eating meals with the residents
- Assisted with resident transportation within nursing home facility
- Assisted in resident leisure activities

Aug 2012 - Aug 2016
Ames, IA

Stadium Management Volunteer / Jack Trice Stadium

- Set up the stadium chairs for fans before the season-opening games
- Ensured that concession stands were clean and prepared for the start of the football season
- Coordinated groups of volunteers for stadium set-up

EDUCATION

2021
Iowa City, IA

BBA in Business

University of Iowa – Tippie College of Business

- Minor in Spanish
- Member of HawkTrade, a stock investment club meets weekly to discuss investment strategies, market news, and stock opinions