Chase Burdick cxb1345@psu.edu 814-969-9648 4701 College Drive\_\_\_\_\_\_\_\_
**EDUCATION**

Penn State Erie, The Behrend College **Graduation: May 2025**

Bachelor of Science in Management Information Systems

**ACADEMIC PROJECTS**

**Data Center Construction**

* Planned construction activities and timeframe, project price, and resource allocation for a 6000 square foot, $6,000,000 data center
* Identified optimal subcontracting that would save money and increase profit margin while eliminating the necessity to coordinate many subcontractors
* Presented and compiled reports of project progress and financial standings
* Oversaw and made responsible use of $50,000 of management reserve funds

**CERTIFICATIONS**

Google Analytics, Generative AI, Advisory Career Catalyst (KPMG)

**ACTIVITIES AND HONORS**
*Dean’s List – Fall 2023 & Spring 2024*

**Lion Entertainment Board, Business Manager |** Penn State Behrend

**September 2023-December 2024**

* Reconciled budgets and spending to accurately plan for event funding using Excel and Sheets
* Categorized the spending of our $100,000 budget to evaluate event-type oversaturation
* Submitted funding proposals for yearly event budget

**The Behrend Beacon, Managing Editor, Business Manager**

**September 2023-Present**

* Using InDesign to layout of the weekly edition for printing
* Proofing the final drafts of layouts
* Communicating with advertisers to secure funding
* Managing and finding funding for the printing budget
* *Managing the publication’s online presence and website*

**German Club, Secretary |** Penn State Behrend

**September 2023-August 2024**

* Recorded club affairs
* Coordinated with on-campus organizations to accomplish club goals
* Communicated details of club events

**French and Francophone Club, Treasurer |** Penn State Behrend

 **May 2024-Present**

* Managing and finding funding for the club events and activities
* Promoting French culture and events on campus

**PROFESSIONAL SKILLS**

Outlook, Powerpoint, Word, *Excel, Access, Python, Power Automate, SQL Server, Tableau, Vertabelo,* InDesign, Spanish language, *Trello, Teams, SAP, Project Management, Agile, Scrum, Systems Analysis, Business Analysis, Data Warehousing, Data Analytics, Business Intelligence, PL/SQL*, German language