

University Address
SMC ##### 5032 Forbes Avenue
Pittsburgh, PA 15289

Joseph Gallo

Permanent Address
999 Home Creek Drive
City, TX 00000

777.777.7777 • jgallo@andrew.cmu.edu • US Citizen

EDUCATION

Carnegie Mellon University, Pittsburgh, PA May 2013
Bachelors of Science in Information Systems with Additional Major in Decision Science
Minor in Business Administration
Overall QPA: 3.###/4.00, **Dean's List (with Honors)** Spring/Fall 2010

Relevant Coursework:

Business
Organization Behavior
Principles of Economics

Information Systems
Information Systems Milieu
Application Design & Development

Decision Science
Policy Analysis I
Desires & Decisions

Programming Languages: Java, HTML, SQL, Ruby on Rails

RELEVANT EXPERIENCE

Business Analyst, UBS AG (global bank) Stamford, Connecticut Summer 2011
Worked in Group Technology, synthesizing information and business processes to deliver tangible value for global firm.

- Created vendor comparison material showing strengths/weaknesses of each vendor in novel way, giving UBS strategic leveraging points, and potentially saving firm millions of dollars.
- Created decision workflow of hardware procurement process, understanding, simplifying, and making accessible inefficient process, learning the way people utilize information and presenting that information in effective way.
- Learned about corporate culture in global firm and gaining buy-in from decision-makers. Interacted with people around world and understood how various parts of businesses must work together to accomplish goals.

Published Author, Fiction manuscript is pending publication & multiple articles have appeared in five different national & international publications, including ESPN Rise Magazine. Managing Editor for CSPA gold crown recipient ('09), *Evergreen*.

Intern, TransWorks (global business process outsourcing company) Mumbai, India Summer 2007
Produced 20-page report of general functions on each company department to aid HR group with understanding more about different business functions. Learned skills of business management and gained holistic view of organization.

Intern, TATA Fertilizer (global fertilizer company) Delhi, India Summer 2007
Worked with Indian villagers to combine their needs with TATA business model to aid new business department in creating, advertising, and bringing fertilizer to Indian villages. Focused on Urea Fertilizer. Learned entrepreneurship skills.

LEADERSHIP EXPERIENCE

Resident Assistant, Carnegie Mellon University 2010-Present
Oversaw 100 freshmen and upperclassmen. Learned intra-personal skills, held community-wide programs, including program focused on balancing mind, body, and soul. Created positive atmosphere conducive to succeeding for varied types of people.

President, OM (Organization for Indian Spirituality and Culture) 2011-Present
Managed 500 student large organization and \$5000 budget. Learned to manage people, create processes, market, create brand loyalty, and empower members to excel. Organized some of the largest school-sponsored events. Served as Treasurer in 2010.

ADDITIONAL EXPERIENCE

Languages spoken, English, Hindi, & French
Carnegie Mellon Track & Field, 2009-2010

Research Assistant, CMU Decision Science Department
Dance Choreographer, 2010-2011