

Henry Jamison
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Profile

Enthusiastic, reliable professional with excellent time-management skills and a positive attitude. Developed strong presentation skills and an ability to build positive relationships with high-level decision makers while working in the development office of a large university. Completed a bachelor's degree in information technology in December 2018, graduating magna cum laude and qualifying for membership in the Phi Beta Kappa honor society.

Key Skills

- Giving presentations to large audiences (100+)
- Proficient in Microsoft Word and Microsoft Excel
- Promoting products and services to high-value prospects
- Written communication, including financial reports

Education

Bachelor's Degree in Information Technology

University of Miami, Miami, FL, 2018

Senior Capstone Project

- Developed a comprehensive business plan for a software manufacturer planning to expand in the Mid-Atlantic region of the United States
- Interviewed key stakeholders and gathered operational information to be included in the business plan
- Used Microsoft Excel to prepare financial projections and track sales revenue for previous years

Professional Experience

Development Assistant, University of Miami, Miami, FL

September 2018 - December 2018

- Called prospective donors and persuaded them to donate to the school's annual fund; solicited several donations of \$5,000 or more
- Persuaded local businesses to sponsor special events and donate raffle prizes to raise money for the university's endowment
- Assisted development director in the planning of special events by arranging entertainment, requesting estimates from caterers and scheduling event volunteers to ensure adequate coverage