

20085E Sharon Ave
Houghton, MI 49931

Megan A. Utlak

mautlak@mtu.edu
216.970.9673

SUMMARY STATEMENT

Third year Finance student with a strong academic background and a promising set of strengths that include interpersonal, communication, and computing skills. Seeking a position in industry that provides opportunity for personal advancement as well as a platform to aid the public.

EDUCATION

Michigan Technological University
Finance
Cumulative GPA: 4.0

Houghton, MI
BS in Spring 2021

RELEVANT SKILLS & EXPERIENCE

Michigan Tech Team Dynamics Project – OAP

September - December
2018

- Gap Analysis and Solution Implementation
- Created relationship with client to identify current gaps within their business
- Conducted problem-solving techniques and implemented various solutions to fill this business's gap
- Demonstrated professionalism through client communication and project presentation
- Met regularly as a group to assign tasks, delegate roles, and brainstorm ways to serve client's needs

Finance Skills & Experience

Bookkeeping	Macroeconomics	Microsoft Proficiency	Marketing
Financial Theory	Microeconomics	Technical Communication	Team Dynamics
Strategic Management	Communication Skills	Organizational Skills	Interpersonal Skills

WORK HISTORY

Tutor- Accounting, Precalculus, Statistics, Quantitative Problem Solving, & Finance

Michigan Technological University August 2018 - Present

- Help manage a student tutoring schedule with approximately 10 students across 5 subjects. Assist in presenting information in a style that is different for each student by understanding and catering to their academic needs. Prepared lesson plans in parallel with teaching plans to best present the information.

Outdoor Adventure Programs (OAP) Coordinator

Michigan Technological University August 2018 – Present

- Help to provide students with equipment and knowledge to participate in outdoor activities around Michigan Tech's Campus. Managed a schedule and delegated tasks accordingly. Assisted in record keeping of rental equipment.

LEADERSHIP

- **Beta Gamma Sigma**, International Business Honor Society April 2019 – Present
- **Leadership Program**, Michigan Technological University September 2018 – Present
- **NCAA Student Athlete Leadership Forum Participant**, Orlando, FL April 2019
- **Captain**, Michigan Technological University 2018 - Present

VARSITY ATHLETE EXPERIENCE - Michigan Technological University Varsity Volleyball Team

- Practiced troubleshooting and problem-solving techniques in high stress, real-time competition environment and immediately modified strategy accordingly
- Developed teamwork, communication skills, time management/prioritizing skills, competitive character, highly disciplined work ethic, and performance-based excellence