Connor J. Zahler
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Objective

Proactive hard worker looking for opportunities in higher education, data analysis, and student support roles. Proven success with both formal and informal writing, including multiple commendations. Multiple years of experience with Microsoft Office, Google Suite, R, and Python.

Education

Bachelor of Arts with Honors   May 2024
University of Michigan, Ann Arbor, MI   GPA: 4.0
Organizational Studies, History, and Quantitative Methods in the Social Sciences

Administrative Experience

Front Office Assistant   October 2021 – Present
Quantitative Methods in the Social Sciences (QMSS), University of Michigan

- Manage the front office for a program of more than 100 students and staff, including serving as the first point of contact for visitors and callers, sorting office materials and maintaining supply inventory, welcoming new QMSS students to the minor through email and t-shirt pickup, and organizing the office layout.
- Create, maintain, and contribute to organizational systems for special projects for the QMSS Program Manager, including a calendar of relevant events for weekly newsletters, marketing materials for QMSS events and announcements, and spreadsheets analyzing the makeup of QMSS students, alumni, and GSIs using Google applications, Microsoft Office suite applications, and Canva.
- Strategize with the QMSS Program Manager on engaging event planning, effective visual and email marketing and communications, and QMSS website content.

Deputy Secretary-General and Under Secretary-General   September 2020 – March 2024
Model United Nations at the University of Michigan

- Responsible for communicating with over 100 advisors, including sending invoices, coordinating registration and committee assignments for 700 students, and addressing advisor concerns.
- Responsible for coordinating with other executive board members to recruit and assign staff, maintain a budget of over $50,000 in funds, and responding to crises.

Writing and Research Experience

Editor, Putting Methods to the Madness Student Blog   May 2021 – Present
Quantitative Methods in the Social Sciences, University of Michigan

- Conduct relevant research to write articles for both the QMSS student-run blog and the QMSS website by analyzing published research, conducting interviews, and attending QMSS events.
- Review and edit the writing of up to 10 other writers to create weekly written content, and request permission to use copywrite images and create images using Canva to be used for featured images published with each article.
- Create and maintain an organizational system for blog and website content and developed a streamlined tracking system/process to effectively move content through the editorial process.
- Publish content directly to the WordPress site and monitor submitted comments.

Research Assistant   December 2022 - Present
Department of Organizational Studies, University of Michigan
- Reviewed over 3,000 corporate sustainability reports for linguistic analysis and basic information, including creating original dictionaries in a linguistic analysis tool for a forthcoming paper.
- Created a bibliography with over 120 sources using Zotero for [an article in the *Annals of the Academy of Management*](#).

Supplier Integration Intern   May 2023 – August 2023
Volkswagen Group of America, Auburn Hills, MI
- Sent over 800 emails to over 2,200 recipients, including C-Suite executives, to communicate supplier updates and other essential information. Identified recipients through Excel.
- Doubled the number of active users on an online supplier portal and removed over 1,500 inactive users that had been inactive for years. Added over 300 new, required contacts to receive updates.

Skills and Tools
- Data Cleaning: R, Excel
- Data Analysis, Visualization: R, Excel, Access, Python, Tableau, Sheets, GIS
- Communication: Google Suite, Microsoft Office Suite, Gmail, Outlook
- Content Creation: Canva, WordPress
- Completed Course in U-M Responsible Use of Data

Awards and Achievements

Winner, Nancy Bylan Bratman Excellence in Writing Award   May 2022
Nominee, Sweetland Prize for Excellence in Upper-Level Writing   January 2022