

Zackary Stevens

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EDUCATION

University of Miami Herbert Business School

Coral Gables, FL

Bachelor of Business Administration

Expected May 2026

Majors in: Business Analytics and Marketing; Minor in Sports Administration

- **GPA:** 3.96/4.0
- **Honors:** Foote Fellows Honors Program, Isaac Bashevis Singer Scholarship Recipient (Full Four-Year Academic Scholarship), President's Honor Roll, Provost's Honor Roll and/or Dean's List All Semesters
- **Relevant Coursework:** Introduction to Business Law and Ethics; Business Analytics; Operations Management; Data, Acquisition, Preparation and Visualization; Data Analysis; Python Programming: Fundamentals and Algorithms; The Law of Risk; Database Management Systems; Sports Analytics

WORK & LEADERSHIP EXPERIENCE

University of Miami Herbert Business School

Coral Gables, FL

Academic and Career Data Compliance Graduate Assistant

August 2025 – Present

- Validate graduation list with school system list through the utilization of XLOOKUP in Microsoft Excel to ensure graduation lists meet compliance requirements
- Compile outcomes by attribute reports by major in 12Twenty to fulfill required reporting in order to provide stakeholders with accurate, updated student outcome data
- Verify student work authorization in 12Twenty while cross-referencing student's reported outcomes with LinkedIn profiles to maintain data integrity and consistency
- Research required counting obligations for employment outcomes, review internal documents for compliance with rules and requirements, and identify potential deviations for further attention

Professional Development Student Leader

January 2025 – Present

- Enhanced professional development skills of 30+ business school students through facilitation of mock interviews with feedback, resume reconstruction and enhancement, and LinkedIn profile development, including outreach assignment, within professional development course

Camp B'nai Brith of Ottawa

Quyon, Quebec

Programming Coordinator

June 2025 – August 2025

- Developed Python code and integrated with Microsoft Excel and Google Collab to improve efficiency and optimization of scheduling for over 500 campers, staff and supervisors while guaranteeing the balance of activity distribution across five distinct age groups
- Arranged supply chain for five distinct age groups and 19 activities through creation and facilitation of supply sheets and distribution of supplies post-arrival to facilities for daily and nightly programming needs
- Conducted outreach efforts to six companies and multiple organization board members to inquire and order special programming event supplies

Pathfinders Supervisor

July 2024 – August 2024

- Coordinated 3-day trip for over 50 campers and staff while ensuring sufficient lodging and transportation availability and placement, developing itinerary, placement of staff for efficient coverage and certification of dietary requirements for each meal
- Oversaw scheduling and programming while maintaining proper supply management and location availability for up to 77 campers for 7 weeks

Pathfinders Staff

July 2023 – August 2023

Senior Boys Staff

July 2022 – August 2022

- Supervised up to 21 campers nightly and periodically responsible for managing counselors in absence of other supervisors
- Handled purchases of materials on ad hoc basis, responsible for identifying necessary inventory, purchasing as needed and producing paperwork to justify purchases and obtain reimbursement
- Devised plans for nighttime activities that kept campers involved and eager to participate

Landsports Staff

July 2021 – August 2021

- Organized sports operations through planning 6 sports periods and daily activities for over 400 campers of various age groups, including mapping of facilities to prevent overlap, grouping activities, and coordinating counselor assignments

Society of Evidence-Based Organizational Consulting (SEBOC)

Pennsylvania (Remote)

Marketing Analyst

May 2024 – July 2024

- Employed data validation to update running list of uploaded media while tracking channel distribution
- Utilized contact segments through Wix to tag and sort contacts into multiple categories in order to optimize email marketing
- Promoted upcoming events on LinkedIn through various search engine optimization strategies to increase company reach

PROJECT & COMMUNITY EXPERIENCE

University of Miami Herbert Business School

Coral Gables, FL

Law of Risk Course Project Team Lead

August 2025 – Present

- Generate detailed fact pattern to create negligence scenario involving multiple risk decision-points for analysis relating to tort, insurance (risk transfer), company policies and procedures
- Analyze tort exposure, risk transfer opportunities while running decision-tree analysis to determine point of maximum efficiency to settle pending claim and avoid trial
- Participate in active one hour presentation with live questioning and group decision-making in front of mock board of directors to assess tort analysis and determine whether settlement authority or trial decision

Safe Schools For Alex

Parkland, FL

Merchandise and E-Commerce Coordinator

June 2019 – May 2022

- Launched online merchandise store integrated into company website to expand visibility and support organizational initiatives
- Designed merchandise aligned with nonprofit mission while producing apparel and accessories that support fundraising campaigns
- Established storefront by creating product listings with accurate descriptions and engaging visuals

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: Proficient in Adobe Photoshop and Social Media (Snapchat, Instagram, TikTok)

Certifications & Training: Microsoft Office Specialist Certifications (Word, Outlook, PowerPoint, Excel); Entrepreneurship and Small Business Certified through Certiport

Activities: University of Miami Club Lacrosse (*2024 Secretary, 2025 Alumni Relations*); Alpha Epsilon Pi (*Spring 2025 Recruitment Committee*)

Interests: New York Giants; Graphic Design; Lacrosse; Hot Dogs; Toronto Raptors