

JACK SHELTON

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EDUCATION

Bachelor of Science in Commerce and Business Administration, May 2022

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL, May 2022

Major: Finance Specialization: Real Estate

GPA: 3.5 Major GPA: 3.8

Dean's List

RELEVANT COURSEWORK

Accounting 210 (Fall 2020), **Marketing 300** (Fall 2020), **Management 300** (Spring 2020),

Finance 302 (Spring 2021) **Computer Science 285** (Spring 2021)

RELEVANT WORK EXPERIENCE

Finance Intern, April 2020 – September 2020

Northwestern Mutual, Birmingham, AL

- Advised senior management regarding clients in assorted industry sectors
- Conducted in person and virtual meetings with an average of 12 people a week to create effective financial plans
- Operated Microsoft Excel to track top potential clients in the southern region of the United States
- **ADDITIONAL EXPERIENCE**

Capstone Oilfield Services, May 2018 – Present

Brookwood, AL

- Received and screened high volume of internal and external communications averaging 40 calls weekly
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences
- Collected payments, issued receipts and updated accounts to reflect new balances

Delta Waterfowl Foundation

- Prepared packages for shipment by generating invoices and setting up courier deliveries
- Managed multiple calendars and contacts within Excel
- Drafted and corrected professional business letters, internal memoranda and less formal email communication

LEADERSHIP EXPERIENCE

Prudential Council Head, November 2020 – Present

Kappa Alpha Order, The University of Alabama, Tuscaloosa, AL

- Serve as the prudential council head and establish order throughout the chapter, as well as make sure everyone is as well connected as possible.
- Create a system of disciplinary meetings throughout the year, as well as carry out the necessary means of enforcing judgements

Vice President of Business Development, September 2018- Present

Delta Waterfowl Foundation

- Generated leads and capitalized on valuable business opportunities to bring in new company revenue and improve bottom line profit
- Led staff on development of products and promotions, sales analysis and creative services
- Startegized approaches to meet objectives and capitalize on emerging opportunities
- Exceeded yearly quotas consistently through territory expansion

HONORS & ACTIVITIES

- **President's List (May 2020)**
- **Dean's List (December 2018)**
- **Dean's List (May 2019)**
- **Dean's List (December 2020)**

VOLUNTEER SERVICE

Alabama Food Bank (April 2019)

Tuscaloosa Animal Shelter (May 2019)

COMPUTER SKILLS

Microsoft Office Word, Excel