

# JACK SHELTON

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## EDUCATION Bachelor of Science in Commerce and Business Administration, May 2022

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

Major: Finance                      Specialization: Real Estate

GPA: 3.3                              Major GPA: 3.3

*Dean's List*

## RELEVANT COURSEWORK

**Introduction to Accounting** (Fall 2020), **Intermediate Macroeconomics** (Fall 2021), **Business Finance** (Spring 2021), **Principles of Real Estate** (Spring 2021), **Financial Analysis and Modeling** (Fall 2021), **Intermediate Financial Management** (Fall 2021)

## RELEVANT WORK EXPERIENCE:

**College Financial Representative**, 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
- Attend weekly skill-builder meetings with full time Financial Representative

**Financial Analysis Intern**, *Capstone Oilfield Services*, May 2018 –Present

- 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

**Vice President**, *Capstone Startup Association*, October 2020-Present

- 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

**Real Estate Intern**, *Bill Lunsford Construction and Real Estate Development*, May 2021-October 2021

- Helped in building financial models to identify potential property acquisitions and forecast investments risks, and assisted senior management in identifying the most alluring investment opportunities
- Assisted in preparing documents such as purchase agreements, leases, and closing statements
- Reached out to potential clients, agents, and firms via phone call or email for potential business opportunities

## 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
- Strategized approaches to meet objectives and capitalize on emerging opportunities
- Exceeded yearly quotas consistently through territory expansion

## HONORS & ACTIVITIES

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

## VOLUNTEER SERVICE

Alabama Food Bank (April 2019), Tuscaloosa Animal Shelter (May 2019), Church of the Highlands 'Serve Day' (July 2021)

**COMPUTER SKILLS**

Microsoft Excel 2019, PowerPoint 2019, and Word 2019

Limited skill in Microsoft Office Access 2019