

Andrew Rappette

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EDUCATION

Andrews University, Berrien Springs, MI
Bachelor of Business Administration, Information Systems

May 2023

Escuela Superior de Español, Colegio Adventista de Sagunto, Spanish studies, Valencia, Spain Jan - May 2022

Relevant Coursework: Business Finance, Information Technology Hardware, and Software, Business Programming, Networks and Telecommunications, Business Systems Analysis and Design, Operations Management, Database Systems Design and Development (SQL), Project Management, and Business Strategy & Decisions.

Relevant Achievements: Created a new constitution for the Andrews University Student Association (AUSA)
Fundraised Created and managed a project to provide for School of Business Technology with room chairs, new whiteboards, and more by fundraising approximately \$20,000
Worked on a project for new lighting on campus.
As AUSA Executive Vice President negotiated \$109,000 with the student life and AUSA senate for a budget to renovate student center.

EXPERIENCE

Foot and Ankle Centers

June 2015 - Aug 2022

IT Intern/Administrative Assistant

Yorkville, IL

- Negotiated and placed under contract \$6000 a new web page vendor
- Managed transition and new page template implementation
- Created staff schedule web page for 20+ employees
- In-office - IT Junior Tech support with IT provider
- Negotiated \$7000 yearly/ \$500 monthly budget with web provider
- Spreadsheet maintenance, chart filing and scanning
- Set up Telecom

Andrews University

Aug 2021 - May 2023

Production Assistant

Berrien Springs, MI

- Managed & produced 80-100 presentations with ProPresenter 7

WinShape Camps

Jun 2021 – Aug 2021

Cleveland, GA

- Provided excellent execution of audio/visual camp-wide productions
- Proficient ProPresenter 7 for all necessary camp-wide & worship events
- Assisted worship team & program director in activities requiring media use
- Evaluated & brainstormed creative ways to improve activities & worship
- Actively involved in programming & planning media activities every day
- Ran and designed stage lighting using a Jands Stage CL lighting board

Andrews University

Aug 2018 - Dec 2020

Junior Information Technology Support, Student Worker

Berrien Springs, MI

- Provided IT support to 10+ students and faculty daily
- Managed recordings for 2 classes weekly, Set up equipment, recorded, edited footage, and uploaded
- Repaired broken computers
- Managed School websites
- Operated online technical support through email and phone
- Preformed Router setup
- Maintained hardware and software one computer lab

LEADERSHIP

- Executive Vice President - Andrews University Student Association 2022 - Present
 - Student Association Leader of the Year Award 2022 - 2023
- Chair of the AUSA Senate - Andrews University Student Association 2022 -Present
- Senator, Finance Committee - Andrews University Student Association 2018 - 2022
- President of the Class of 2023 - Andrews University 2020 - 2021
- External Relations Project Manager - Enactus Andrews University 2022
- Student Council Senior Representative - Parkview Christian Academy 2017-2018

SKILLS

- Experience using advanced Excel functions i.e. Pivot Tables, VLookups, and Visualization
- Skills in Business Analysis i.e. UML, DFDs, and BPR.
- Proficient with Microsoft Office Suite, Google Suite, Propresenter 7, and Tableau
- Strong verbal and written communication skills
- Able to remain organized while working on multiple projects
- Effectively collaborate with individuals of varying skill sets and backgrounds
- Able to carry out and complete assigned projects in a timely manner
- Languages: Spanish (conversational)

MEMBERSHIPS

- American Indian Science and Engineering Society, Member (A.I.S.E.S)
- Sault Ste. Marie Tribe of Chippewa Indians, Member