

Jack Orcutt

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Education

Bachelor of Science in Business Administration

Expected Grad. May 2029

University of Nevada, Reno

- Major in Information Systems

High School Diploma, Magma Cum Laude

May 2025

Jesuit High School of Sacramento

Experiences

University of Nevada, Reno – Reno, NV

August 2025 – Present

Operations Specialist, Honors College

- Facilitate daily intake operations and triage inquiries for students entering the Honors College
- Answer phone calls and redirect callers to specific departments to ensure accurate information flow
- Maintain order and safety standards in the Honors College Student Lounge
- Developed data tracking spreadsheets to analyze and streamline administrative workflows

Jesuit High School of Sacramento – Carmichael, CA

June 2025 – August 2025

Operations, Drama Department

- Authored comprehensive technical documentation and standard operating procedures totaling almost 150 pages
- Standardized operational checklists to ensure protocol compliance and minimize process errors
- Managed Content Management Systems (CMS) to update site architecture and ensure data accuracy
- Coordinated with famous program alumni to be featured on lobby displays and website

Jesuit High School of Sacramento – Carmichael, CA

August 2023 – May 2025

Editor-in-Chief & Managing Editor, The *Cutlass* Yearbook

- Collaborated with the adviser to manage project lifecycles and track production throughout the academic year for our \$61,500 project
- Established a database system for inventory tracking and scheduling, all of which are still in use
- Brainstormed with staff members to develop consistent design standards and strict adherence to a style guide
- Worked closely with other editors and staff to integrate themes consistently throughout the publication
- Established a system to track milestones and keep staffers aware of progress

Jesuit High School of Sacramento – Carmichael, CA

August 2023 – May 2025

Stage Manager & Sound Intern, Jesuit Drama

- Managed the production of 4 shows, 2 of which being completely original and organized by the staff
- Led over 50 students to success, kept them accountable, and led company-wide meetings
- Operated complex audio-technical systems and resolved real-time technical issues with a theater full of 150+ people
- Worked fast, efficiently, and independently to manage tasks, follow technical checklists, and ensured that all operations were moving smoothly and effectively

Jesuit High School of Sacramento – Carmichael, CA

June 2024 – July 2024

Intern, Office of Marketing & Communications

- Collaborated and communicated with the Marketing & Communications team
- Built out the new Sidearm Sports website (www.goesuit.com) by configuring backend navigation, organizing administrative data settings, and maintaining digital records
- Updated the school's website to have an updated calendar, new content, and a user-centric interface (UI/UX) for better accessibility
- Updated and created digital billboard content to be displayed around campus advertising events

Skills

- Proficient in Data Analysis (Excel, Google Sheets), Information Systems management, Content Marketing, Inbound Marketing, Social Media Marketing, Fundamentals of Digital Marketing, and Google My Business
- Received 18 awards in from my high school and graduated with a cumulative GPA of 4.20