

Jack Orcutt

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Education

Bachelor of Science in Business Administration

University of Nevada, Reno

- Major in Information Systems

Expected Grad. May 2029

High School Diploma, Magma Cum Laude

Jesuit High School of Sacramento

May 2025

Experiences

University of Nevada, Reno – Reno, NV

August 2025 – Present

Operations Specialist, Honors College

- Maintained student records and managed data entry projects to support departmental organization
- Created and utilized spreadsheets to track administrative tasks and streamline office workflows
- Served as the primary point of contact for inquiries, ensuring accurate information routing to appropriate departments
- Greet students as they enter the Honors College Student Lounge or offices

Jesuit High School of Sacramento – Carmichael, CA

June 2025 – August 2025

Operations, Drama Department

- Authored 150 pages of technical handbooks and standard operating procedures (SOPs) to institutionalize departmental knowledge
- Audited and reorganized operational checklists to improve efficiency and reduce error rates
- Managed digital assets and content updates for the department website and lobby displays
- 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

- Designed and implemented a master inventory tracker and deadline monitoring system to oversee production progress
- Managed the budget and asset tracking for a \$61,500 publication project, ensuring fiscal responsibility
- Established a comprehensive style guide and standardized data entry protocols for staff to ensure consistency across the book
- Collaborated with the adviser to promote learning, plan strategies, and track production throughout the academic year

Jesuit High School of Sacramento – Carmichael, CA

August 2023 – May 2025

Stage Manager & Sound Intern, Jesuit Drama

- Oversaw real-time technical operations and led a team of 50+ students, ensuring strict adherence to cues and checklists
- Programmed and operated complex sound systems, troubleshooting technical issues in a live, high-pressure environment
- Managed the production of 4 shows, 2 of which being completely original and organized by the staff

Jesuit High School of Sacramento – Carmichael, CA

June 2024 – July 2024

Intern, Office of Marketing & Communications

- Administered the backend configuration of the Sidearm Sports platform (www.gojesuit.com), organizing administrative settings and ensuring system integrity
- Managed the archival and digitization of historical sports records and files, ensuring data accuracy for public display
- Maintained the athletics calendar and website content to ensure an optimal user experience (UX) for fans and stakeholders
- Updated and created digital billboard content to be displayed around campus advertising events

Skills

- Certified in Excel, Google Sheets, 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