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Alistair Poole

Experience

IT Process Improvement Intern – Amway North America (May 2015 – August 2015)
· Interviewed process owners to uncover inefficiencies and gather suggestions for process improvements
· Mapped out process workflow to identify system and user requirements
· Designed a future state for organizing product launches through the Atlassian Suite of tools.

Assistant Crisis Director – MSU Model United Nations (September 2014 – January 2015)
· Researched and wrote a background guide on the committee topic for delegates to use.
· Conceptualized and prepared a committee simulating of the Cabinet of North Korea for 15 high school students.
· Worked with a team of 4 fellow students to prepare material for the committee.

Farming Assistant – Bos Greenhouse and Farm (June 2014 – September 2014)
· Worked in and directed teams to lay irrigation, plant fields, and complete other tasks.
· Worked independently to harvest vegetables, arrange wholesale customer orders, among other tasks.

Education

Michigan State University – August 2014 - May 2017 (expected)
· Pursuing a degree in Technical Writing and Web Design

Forest Hills Northern High School – September 2009-May 2013
· Volunteered tutoring, gardening around the school, and assisting at local preschool.
· Graduated Cum Laude.
· Secretary General of Model United Nations team and winner of a best delegate award at GLIMUN conference, 2013.
· Member of the National Honors Society. President of Writers' Club and Swing Dance Club, and Editor-in-Chief of school literary magazine, Blue Ink.

Skills

Software:
Microsoft Excel, Microsoft Access, SharePoint, Photo-editing software, JIRA and the Atlassian Suite

Languages:
HTML, CSS, basics of Java

Communications:
Report and memo writing, organizational change management, written fluency in French