

Truett Hilliard

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EDUCATION

University of Texas at Austin

B.S, Civil Engineering

August 2019

Austin, TX.

Fundamentals of Engineering Exam – Civil

October 2019

- Earned Engineer-in-Training Certification

WORK EXPERIENCE

Apple Inc. via Apex Systems

Data Analyst

October 2019 - Present

Austin, TX.

- Tests specs and documentation to improve workflow and key processes
- Reviews and curates complex data sets using a proprietary tool and SQL for validations
- Pilots new projects and processes

North Star Consultants of Texas

Marketing and Financial Advising Internship

May 2018 – Aug. 2018

Austin, TX.

- Determined corrective distributions issues in 401(k) plans of small to medium-sized businesses
- Connected clients and advisors through phone and e-mail
- Developed a new marketing strategy in compliance to FINRA regulation

University of Texas at Austin, International Office

President of the PALS Program

Sept. 2017 – Feb. 2019

Austin, TX.

- Managed a team of students to create programs to facilitate intercultural exchange
- Restructured the advertising of the program using MailChimp, Facebook Advertising and Instagram which increased participation by 127% for the following semester and led to a budget increase for the program

ATX Cocina

Host, Food Runner, Bar Back

Aug. 2018 – July. 2019

Austin, TX.

- Worked in a fast-paced, high-stress, professional kitchen
- Experienced firsthand how a world class restaurant serves hundreds of guests every night

Texas Citylab Pflugerville

Rescue Shelter Water Reclamation Project

Spring 2017

Austin, TX.

- Led a project to implement a rainwater harvesting system for an animal shelter in Pflugerville, Tx.
- Designed a water reclamation system to capture and utilize rainwater
- Conducted site visits and presented findings to city council officials

University of Texas Inter-cooperative Council (ICC)

Membership Coordinator

Jan. 2016 – Aug. 2016

Austin, Tx.

- Directed and conducted tours for potential members
- Served as the primary contact point for New Guild as the ICC prepared a wide regulation overhaul
- Interviewed and conducted tours for dozens of potential members, many who still live in ICC housing to this day

SKILLS

HTML, CSS, JavaScript, SQL, Microsoft Excel, Microsoft Suite, AutoCAD