

Nicolas Carter

<https://www.linkedin.com/in/nicolas-carter-7b1aa4327/> PORTFOLIO

EDUCATION

Jackson Reed High School

August 2019 – June

2023

Washington, D.C. | GPA: 4.3

August 2019 – June

2023

University of Massachusetts Amherst – Manning College of Information and Computer

Sciences, Amherst, MA | GPA: 3.243

September 2023 – May 2024

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

May 2027

Major: Management Information Systems

EXPERIENCE

DC Department of Employment Services, Washington D.C

June 2020 – February 2021

Student Tutor

- Created customized learning plans for 5 students across elementary and middle school

JACKSON REED HS, Washington D.C.

September 2021 – June 2023

Staff Assistant + Organizer

- Overhauled organization of legal documents to increase bookkeeping efficiency
- Integrated newly transferred students by acclimating them to the school environment and connecting them with relevant club opportunities for social involvement
- Researched and maintained up-to-date list of student service opportunities to jumpstart extra-scholastic work involvement

Temple University Fox IT

August 2025 –

Tech Support

- Assistance with Zoom controls and catering tools to learning plans

AWARDS

University Transfer Scholarship

July 2024

Dean's List - University of Massachusetts – Amherst

September 2023 – May 2024

- Full List [HERE](#)

ACTIVITIES

Member, WMUA – 91.1 FM

February 2024 – May 2024

Member, UMASS Smash Bros Club

September 2023 – May 2024

Member, Association for Information Systems

January 2025 –

SKILLS + LANGUAGES

- Microsoft Excel
- Python
- Fluent proficiency in Spanish (Jackson Reed Biliteracy seal)
- SQL Experience