

# Ethan Moore

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## Education

**Bachelor of Business** Expected Grad. June 2029 University of Nevada, Reno

**Diploma with Honors** Damonte Ranch High School

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## Relevant Experience

### Information Systems 101 (Coursework)

- Developed foundational skills in **data analysis using Excel**, including organizing datasets and creating visual charts to communicate insights
- Built introductory **web-based projects**, focusing on structure, usability, and information presentation
- Applied **AI tools to analyze information and improve workflow efficiency**, demonstrating adaptability to emerging technologies

### Independent AI & Digital Tools Experience

- Utilized AI tools to **generate, refine, and optimize written content**, improving clarity and engagement
  - Explored applications of AI in **content creation, data organization, and productivity workflows**
  - Developed strong understanding of **how technology can enhance communication and user experience**
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## Additional Work Experience

**The Club at Arrowcreek — Reno, NV**

**Dishwasher** | *May 2023 – Aug 2023*

- **Contributed to seamless execution of high-volume events (200+ guests), supporting customer satisfaction and revenue-generating operations (\$15,000+)**
- **Identified and resolved safety risks, preventing a potential fire and protecting business assets (valued at \$10,000+)**
- **Maintained highly organized work systems, improving efficiency and team coordination in fast-paced environments**

**Bella Vista Ranch — Reno, NV**

**Pool Attendant** | *May 2022 – Aug 2022*

- **Delivered positive guest experiences by managing pool operations and addressing customer concerns in real time**
  - **Resolved guest conflicts effectively, demonstrating interpersonal communication and brand representation under pressure**
  - **Proactively reported maintenance issues, preventing additional costs and ensuring consistent service quality**
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## Skills

- Data organization and basic analysis (*Excel, charts, reporting*)
- Written and verbal communication (*content clarity, audience awareness*)

- Customer experience awareness and problem resolution
- Attention to detail in fast-paced environments
- Adaptability with AI and digital tools
- Process improvement and workflow efficiency