

IRVIN VENTURA

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EDUCATION

Texas A&M University , College Station, TX	Aug 2017 - May 2021
Bachelor of Business Administration , Management Information Systems	Major GPA: 3.6

EXPERIENCE

Outlier

Generalist Writer

April 2024 - Present

- Developed original and complex prompts to enhance the adaptability and effectiveness of learning language models, ensuring nuanced and precise chatbot responses across diverse scenarios
- Evaluated and refined chatbot-generated responses through rigorous editing, fact-checking, and logical refinement, optimizing user engagement and satisfaction

Grant Thornton, LLP

IT Risk Advisory Senior Associate

Aug 2023 - April 2024

- Led and managed 5+ teams of associates, providing guidance, fostering collaboration, and ensuring successful project execution
- Produced detailed audit documentation, including work papers, findings, and recommendations for management and stakeholders
- Conducted in-depth interviews with clients to gather comprehensive insights into their IT environments, understanding unique requirements, challenges, and objectives
- Managed project budgets, demonstrating a strategic approach to resource allocation and cost control, resulting in the completion of projects under budget constraints

IT Risk Advisory Associate

Aug 2021 - Aug 2023

- Conducted end-to-end IT audit processes for 10+ diverse clients, encompassing scoping, planning, testing controls, evaluation, gap analysis, and recommendations for industry best practices and remediation steps
- Generated comprehensive audit documentation, comprising work papers and reports, to guarantee precision and transparency for both internal and external stakeholders
- Optimized budget to actual projections resulting in an average positive budget variance of 3%

PROJECTS

Digital Content Writer

Jan 2024 - Present

- Crafted content addressing primarily immigrant and first-generation experiences, effectively capturing diverse perspectives and cultural nuances to resonate with target audiences
- Leveraged social media platforms to foster community engagement through photography, videography, and storytelling

Self-Published Author

July 2020 - Present

- Independently conceived, wrote, and self-published 2 books, including editing, formatting, cover design, and distribution, utilizing strong project management skills
- Achieved 120% growth in book sales over 4 years, demonstrating effective sales and promotional strategies

ACTIVITIES

Association of Latino Professionals for America (ALPFA), Texas A&M University

President

May 2019 - Dec 2020

- Oversaw a board of 20 students to plan social and professional events with an annual budget of \$20,000
- Served as a mentor to first-generation students to improve academic and personal performance

Vice President of External Affairs

May 2018 - May 2019

- Liaised with corporate sponsors to extend student development initiatives, yielding over \$17,000 in funding

SKILLS

- Fluent in English and Spanish (speaking, reading, writing)
- Experienced in crafting clear, engaging, and grammatically correct content tailored to diverse audiences