

DONOVAN T. REYNOLDS

40 Castle Pines Drive, New Orleans, LA · dreynol@tulane.edu · 610-509-3161

EDUCATION

Tulane University, A. B. Freeman School of Business	New Orleans, LA
• Excel MOS Certification	2020-2021
• Tulane Python Programming Class	2017
• GPA: 3.30	
Tulane University Master of Business Analytics	2024-Present

WORK EXPERIENCE

The Carter Firm and Senate Office	2021-Present
<i>Legal Assistant</i>	
• Communicate with courts, medical offices, and other firms to gather information and submit documentation in accordance with rules and regulation	
• Organize and optimize digital and physical filing system for the firm	
• Attend court sessions, real estate title exchanges, and discovery meetings for more efficient records keeping and learning purposes	

LEADERSHIP

Tulane Alpha Kappa Psi Pi Chi	New Orleans, LA
<i>Executive Vice President</i>	2022-2023
• Ensured compliance with chapter operational procedures and guidelines	
• Coordinated with National Leadership of Chapter for guidance and programming for the chapter	
• Organized diversity, equity and inclusion proceedings, including affinity groups to maintain active engagement of the 150 members	
<i>Vice President of Chapter Integrity</i>	2021-2022
• Worked on the Executive Committee to Preserve Chapter Integrity	
• Managed the Discipline Board for the Organization	
• Conducted Nationals Events for the Chapter Semesterly	
<i>Corporate Sponsorship Chair</i>	2021
• Contacted local businesses and organizations for sponsorship	
• Collaborated with a fundraising company and raised \$ 1,000 for the Chapter	
• Organized a Jarritos Sponsorship Campaign and raised \$1,400.	

SKILLS

Skills: Basic knowledge of Python and R Programming, Technologically savvy, Verbal and Written Communication Skills, Able to use Microsoft Office and all extensions, knowledgeable in the features of Zoom