



# Patrick McCarron

🏠 Brooklyn, NY

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## Education

### M.A., Higher Education and Student Affairs

NYU Steinhardt School of Culture, Education, and Human Development

*Estimated Completion: May 2027*

*Cumulative GPA: 4.0*

### B.A., French Studies, Russian & Slavic Studies

NYU College of Arts and Science  
2019 – *cum laude* (GPA 3.79)

## Languages

**Native:** English

**Fluent:**

- Spanish
- French

**Conversational:**

- Italian
- Portuguese (Brazil)

**Basic:**

- Russian
- Catalan

## About

Detail-oriented and efficient student affairs professional with extensive experience in administrative, operational, and customer service roles across corporate, educational, and non-profit sectors. Adaptable and proactive in both client-facing and behind-the-scenes functions, combining a strong foundation in the humanities with practical experience and academic expertise in higher education.

## Skills

### Professional Skills

- Project management
- Finance/budget management
- Event coordination
- Clerical/administrative duties
- Customer service/CX
- Account management and vendor relations
- Graphic design

### Technology Use

- macOS/Windows/Linux
- iOS/Android
- Microsoft 365
- Google Workspace
- Atlassian (Confluence, Jira)
- Canva
- Adobe Photoshop
- WordPress

## Experience



*March 2023 – present*

### Administrative Aide II, Office of Student Affairs

NYU Steinhardt School of Culture, Education, and Human Development

- Purchase management for Student Affairs departmental and school-wide events
- Reviewing, approving, and processing requests for student and staff expense reimbursement
- Assisting with budget management
- Managing hiring and on-boarding process for new employees
- Planning, promoting, and on-site assistance at university events with hundreds to thousands of attendees
- Assisting students with their individual needs



*October 2019 – March 2023*

### Project Manager & Vendor Management Lead

G3 Translate

- Managing translation projects in their entirety: from receiving, analyzing, and quoting client requests, to budgeting and linguist sourcing, to quality review, to final delivery
- Managing relationships with vendors and clients around the world
- Setting and meeting rigorous turnaround time and profit goals
- Translating and reviewing translations of public-facing materials
- Quality assurance of documents, spreadsheets, images, web pages, and surveys
- Managing recruitment & on-boarding of new vendors