

Nejc Sitar

1711 S. 11th Ave. Bozeman, Montana 59715 Phone: (406) 219-6413

nejc.sitar@student.montana.edu

PROFILE

A hard-working individual interested in Summer Internship 2022, in a high-growth, interdisciplinary environment that emphasizes problem-solving skills and implementation of IMSE tools in a healthcare environment.

SKILL SUMMARY

- **General Software:** Microsoft Office (Excel, Word, PowerPoint), Python
- **Industry Software:** Simio, Lindo, Minitab, Smartsheet, AutoCAD, Solidworks
- **Languages** a) Fluent (Oral & Written): English, Slovenian, Serbian
b) Conversational (Oral & Written): German
- **Soft Skills:** Communication, Leadership, Time Management, Teamwork, Stress Management, Decision Making

EDUCATION

Montana State University, Bozeman, MT

August 2019 - Present

- Industrial & Management Systems Engineering (B.S.), Major - 3.95 GPA
 - People-oriented problem-solving skills
 - Engineering technical skills combined with the knowledge of Business and Management functions
 - Core classes: Project Management, Quality Management, Facility & Material Handling, Operation Research, Simulations, Multivariable Analysis, Ergonomics & Human Factors Engineering
- Anticipated graduation: December 2022

University of North Dakota, Grand Forks, ND

August 2018 - May 2019

- Airport Management (B.B.A.), Major - 4.00 GPA

RESEARCH HISTORY

Montana State University – Mechanical & Industrial Engineering Department, Bozeman MT

- Optimization and functionality improvements of Minitab Software, December 2020

EMPLOYMENT HISTORY

TRIMKO SPORT – Maribor, Slovenia

Supervisor (Internship), July 2021

- Communicated with parents, co-workers, and facility staff about daily plans and activities
- Motivated co-workers with leading by example

SIRIUS MARIBOR d.o.o. – Maribor, Slovenia

Floor Manager (Internship), May - June 2021

- Managed the flow of products between processing operations to meet the timeline of a customer
- Optimized the production process by streamlining communication link between industry process and upper management
- Developed step by step process of required operations for a new product by using CAD supported program
- Inspected the quality of designed parts and process flow
- Operated laser jet cutting machine and assisted with welding, drilling, and cutting operations

HONORS & AWARDS:

- Montana State University President's List (2019/2020; 2020/2021)
- Montana State University student representative in Big Sky conference (2020/2021)
- Captain of Montana State University Men's Tennis team – NCAA D1 (2020/2021; 2021/2022)
- Intercollegiate Tennis Association (ITA) All-Academic Team (2019/2020; 2021/2021)
- University of North Dakota Dean's List (2018/2019)

