Gavin R. Allison

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EDUCATION & HONORS

Florida State University | College of Business — Expected Graduation: May 2027
Major: Business Finance & Management Information Systems
Honors: Dean's List (Spring 2024 – Spring 2026)

PROFESSIONAL EXPERIENCE

The Greentree Group | Tallahassee, FL — May 2026 – Present
Analyst, AI Enablement — *September 2026 – Present*

- Lead R&D on integrating AI agents and workflow automation into firm operations via Power Platform and SharePoint
- Built an AI use-case intake system that turns employee submissions into branded solution documents across dev/test/prod
- Designing a multi-agent onboarding demo in Copilot Studio where four agents generate a full new-hire packet under human review

Business Analyst Intern – AI Solutions — *May 2026 – August 2026*

- Built **BidScanner**, an independent Python proof of concept for automating business capture; scans four public procurement sources and scores solicitations for relevance (demo run: 38 open bids, 65 federal re-compete leads)
- Built and deployed a resume formatter using a headless browser, JavaScript, and Copilot to standardize candidate resumes to firm template
- Mapped 209 Florida FY2026–27 IT budget issues to 10 service areas for BD targeting; authored the executive one-pager
- Delivered firm-wide AI enablement on Copilot Chat and a tiered agent-building model
- Presented "Practical Use Cases of AI and Process Automation inside of Greentree" as my end-of-internship capstone, including a live BidScanner demo

Aigra AI | Tallahassee, FL — 2026 – Present
Founder

- Founded an AI consulting agency that audits small businesses for inefficiencies, then builds automations, workflows, and agents
- Designed a gated intake framework turning one client questionnaire into a full automation blueprint: scope, stack, cost, build order

State of Florida Department of Financial Services | Tallahassee, FL — September 2024 – May 2026
Unclaimed Support Specialist

- Developed an FAQ resource to streamline email workflows, reducing response time and boosting team efficiency
- Analyzed claim submission gaps and updated instructions and outreach templates to drive compliance, clarity, and faster resolution

Children Psychological Services LLC | Tallahassee, FL — January 2024 – Present
Office Manager

- Built and delivered **Throughline**, an AI-assisted caseload tracker for waitlisted and active clients; leading its AWS web-app rebuild
- Review psychological evaluations and draft mock reports to assist in diagnosis and treatment planning
- Specialize in client outreach and communication to support patient onboarding and retention

Evolyx Systems | Tallahassee, FL — August 2023 – March 2024
Owner

- Founded and operated a white-labeled SaaS company; built websites and AI workflow automation for three local businesses

Gray Robinson P.A. | Tallahassee, FL — March 2023 – January 2024
Legal Support Specialist

- Processed legal documents and organized litigation case files to support hearing preparation; packaged real estate marketing campaigns

LEADERSHIP & ACTIVITIES

Capital Power Wash LLC | Tallahassee, FL — August 2023 – January 2025
Marketing & Operations Manager

- Built the company website and ran data-driven promotional campaigns and client outreach, improving customer acquisition and retention
- Developed an Excel-based model using service data to forecast customer return cycles; proposed and helped launch a subscription model

Peer Tutor – Business Calculus, Economics, and Accounting | Tallahassee, FL — August 2022 – Present
Volunteer

- Tutor undergraduate peers, developing tailored study plans and problem sets that produced measurable academic improvement

SKILLS & INTERESTS

Technical: Python (AI-assisted development), JavaScript, REST APIs, SQL, AWS, Excel (advanced modeling & forecasting), Word, PowerPoint
AI & Automation: Power Platform (Power Automate, Copilot Studio), SharePoint, M365 Copilot, multi-agent design, Claude Code, n8n, AI governance
Analysis: Financial analysis, data-driven forecasting models, public procurement & budget research, dashboard and report design
Certifications: PCEP – Certified Entry-Level Python Programmer (Python Institute), expected November 2026
Interests: Golf, baseball & sports analytics, sports card collecting, financial markets & venture capital, FSU football