CaRyn Newton

Springfield, VA 22153 · ryn.newton@gmail.com · cnwtn.github.io

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Education:

Associate of Applied Science, Information Systems Technology   Anticipated completion, May 2022
Northern Virginia Community College, Annandale, VA

Bachelor of Arts, Foreign Languages, emphasis on Chinese   May 2017
Minor in Japanese, emphasis on Language   May 2017
George Mason University, Fairfax, VA

Experience:

Administrative Office of the United States Courts, remote   June – August 2021
IT Student Intern
• Conducted research on Microsoft Licenses and phishing prevention methods on a team of interns.
• Conducted research on the use of machine learning and natural language processing for the prevention of phishing.
• Conducted market research on software that utilizes machine learning and natural language processing for the prevention of phishing.

Forte International Exchange Association, Falls Church, VA   January 2018 – May 2019
Program Coordinator
• Used FileMaker and Microsoft Office to promptly process host family applications and track placements.
• Maintained communication with host families and students to assure that their programs went smoothly.
• Efficiently coordinated with and assisted the field staff and overseas agencies via e-mail and telephone.
• Used informative e-mails and eye-catching advertisements to recruit new overseas agencies and host families.
• Thoroughly processed student applications and conducted student interviews as needed.

Private Tutor, Various Locations, VA   January 2014 – May 2017
Tutor
• Tutored students ranging from ages 8-18 in various subjects.
• Promoted positive outlooks on studying.
• Helped students raise their grade point average and maintain honor roll status.

Honors and Activities:

• Graduated cum laude   May 2017
• Certificate of Outstanding Achievement in Intermediate Korean   May 2017
• Certificate of Excellence in Chinese Major Studies   May 2017
• Japanese National Honor Society, College Chapter   May 2017
• Volunteer for the Japanese Americans' Care Fund   2016 - Present
• Students Helping Honduras, Member   2016 - May 2017
• Chinese Language Club, Member   2015 - May 2017
• Audit Coordinator, AnimeUSA   2013 - December 2017

Skills:

• Computer languages: HTML, CSS, JavaScript, jQuery, Java, and Python
• Operating Systems: Windows and Linux (Fedora33, MX Linux)
• Tools: VirtualBox, Adobe Dreamweaver, Visual Studio Code, FileMaker, and Google Suite
• Foreign languages: Chinese, Japanese, Korean, Spanish, Vietnamese, and French

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Certifications:

• HSK Level 3   May 2016
• HSKK Beginner Level   May 2016