

# CaRyn Newton

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## Education:

### Associate of Applied Science, Information Systems Technology

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

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## 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.
- Conducted training sessions and oversaw testing and compliance for field staff throughout the United States.

### 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.
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## Honors and Activities:

- Graduated cum laude May 2017, May 2022
  - 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
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## Skills:

- Computer languages | Libraires: HTML, CSS, SCSS, JavaScript, Java, Python, MySQL | jQuery, Bootstrap
  - Operating Systems: Windows and Linux
  - Tools: VirtualBox, Adobe Dreamweaver, Visual Studio Code, FileMaker, Google Workspace, Google Cloud SQL
  - Foreign languages: Chinese, Japanese, Korean, Spanish, and Vietnamese
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## Certifications:

- HSK Level 3 May 2016
- HSKK Beginner Level May 2016