

CaRyn Newton

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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.
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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
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Skills:

- Computer languages: HTML, CSS, SCSS, 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