

Sarah J. Alvarado

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Objective: To secure a position as a software engineer with a forward-thinking organization that offers an opportunity for growth for a dedicated employee with strong interpersonal skills and a drive to tackle new challenges.

Summary of Qualifications: Motivated and resourceful professional with well-rounded and extensive experience in finance, banking, and higher education. Ability to make decisions and adapt to change while considering the needs of the team and the organization as a whole. Dedicated to constant self-improvement and lifelong learning.

Selected Skills & Accomplishments

- Maintained a 3.82 GPA in the Computer Science major at Western Oregon University.
- Effectively managed employees with a strong emphasis on teamwork and leading by example with a dedication to integrity and hard work.
- Skills:

Java	C#	MVC and Asp.Net	Haskell
Python	PovRay	Swift	Ansi C
Javascript			

Education

Bachelor of Science: Computer Science, expected 2018

Western Oregon University, Monmouth, OR

Employment History

Administrative Program Assistant (September 2013–present)

Western Oregon University (Monmouth, OR)

- Assist Computer Science Division faculty with course scheduling, curriculum changes, and FTE reporting
- Initiated and implemented online CRM for graduate program applications and students
- Track and manage department finances and collaborate with university partners to ensure timely payments to vendors
- Coordinated several division-hosted events

Administrative Assistant (November 2010–September 2013)

US Bank (Salem, OR)

- Involved with project planning, sensitive human resource issues, and strategic planning for nine bank branches throughout the Mid-Willamette Valley

- Generated and analyzed daily, monthly, quarterly, and annual reports
- Made recommendations for future staffing strategies based on analysis and tracking of current staffing levels, transaction counts, and overall payroll costs

Operations Manager (November 2008–November 2010)

NW Mortgage Modification Consultants, LLC (Salem, OR)

- Developed all company processes and procedures that efficiency-enhanced workflow and client results. Implemented and continually enhanced those processes to make it possible to accommodate an ever-changing marketplace and lender guidelines
- Created effective business model for the company through process implementation and product development. Designed a step-by step guide to loan modification that led to increased revenue and decreased company liability