

## **DEVON KEEN**

### **OBJECTIVE**

Obtain a summer internship with your company where I can maximize my management skills, quality assurance, and training experience. Upon graduation, to then obtain a promising career with a progressive company, such as United Parcel Service (UPS), where I am able to grow and advance in a challenging and creative career. I possess excellent interpersonal and communication skills; maintain a high standard of work ethics; I am eager to advance my technical skills; I am very detail-oriented, dependable, reliable and punctual.

### **EDUCATION**

#### **NEW JERSEY INSTITUTE OF TECHNOLOGY, Newark, NJ**

*Presently Attending*

GPA – 3.625

Major: Information Technology (IT)

Degree: Bachelor in Science

#### **BERGEN COMMUNITY COLLEGE, Paramus, NJ**

Graduated, May, 2018 with Phi Theta Kappa Honor Society and NJ STARS Program

GPA – 4.00

Major: Professional Studies, Gen.

Degree: Associate in Science

Honors/Awards: Honor's List and Dean's List every semester for 2 years, 4.0 Award and qualified for Valedictorian for the class of 2018.

### **KEY COURSES**

Intro to Game Architecture and Design – creating game design documents.

Intro to Computer Science – introduction to binary and hexadecimal systems, hardware, pseudocode, and other concepts of computer science.

Intro to Information Technology – introduction to technological key terms, concepts, how to design a website using wix.com and how to use Microsoft Word, Excel, PowerPoint and Access.

Roadmap to Computing – introduction to the Python programming language.

Intro to Network Technology – introduction to key terms and concepts of networks, binary and hexadecimal systems utilized in IP addresses and MAC addresses, terminal commands on Linux machines, routing, the different layers and other network related topics.

### **COMPUTER SKILLS**

Proficient: Windows 7/10 and Microsoft Office

Basic Knowledge: Python, Java

### **PROJECTS**

Solo Game Design Document: created a game design document by myself with guidance from an industry professional.

Group Game Design Document: created a game design document in a group with myself as the lead who managed and aided fellow group members complete their tasks with guidance from an industry professional.

### **EXPERIENCE**

**JMS SUPERMARKETS LLC (Jack's Super Foodtown)****November 16, 2015 - Present*****DELI CLERK***

Responsible for tending to customers in the deli department. Perform various tasks, such as maintaining deli department's cleanliness and ensure area is well sanitized; prepare various sandwiches, including utilizing a panini press upon customer request; prepare cold cut orders; packaging of salads and prepared food which all require weighing and pricing products; skewer chickens for roasting in commercial oven, as well as packaging for customer purchase; dishwashing; dismantle and sanitize commercial slicers before store closings; and other miscellaneous tasks as requested.

**GAME STOP****November 2016 - January 2017**  
*(seasonal position)****SALES ASSOCIATE***

Responsible for greeting and tending to customers' needs; advising of product information; operate cash register and scanner to itemize and total customer's purchase and complete merchandise transactions with various types of payment; bag merchandise; stock merchandise and restock recovered merchandise; rotate merchandise on shelves; prepare merchandise and tagging for upcoming sales and new product displays; and assist with ordering merchandise using hand-held scanners.

**CORRADO's****September 2, 2015 – November 2, 2015**  
*(company layoff)****PRODUCE CLERK***

Responsible for maintaining all produce; ensured all produce was fresh, rotated and well stocked at all times; sliced and packaged fruits for consumption; prepared fruit salads; swept, mopped and sanitized produce department; receiving and organizing department shipments; disposed of produce waste; box compaction; maintained produce drains; loaded/unloaded pallets in the warehouse; assisted co-workers with miscellaneous tasks when requested and customer assistance.

**R.S. KNAPP CO.****December 2012 – August 2014**  
*(temporary position)****FILE CLERK***

Responsible for filing client project files, as well as working on a special client projects that entailed restoring files that were damaged from Superstorm Sandy.

**ACHIEVEMENTS**

- ⌘ Member, Phi Theta Kappa Honor Society
- ⌘ Attended National Young Leaders State Conference
- ⌘ Attended 2013 Presidential Inaugural Conference or National Young Leaders Conference (Nationwide)
- ⌘ Attended Bergen County Youth Police Academy
- ⌘ Recipient of the Citizenship Award
- ⌘ Recipient of the President's Award for Outstanding Academic Excellence
- ⌘ American Red Cross CPR Certified
- ⌘ Member, Community Emergency Response Team (CERT)
- ⌘ Member, Bergen County Sheriff's Community Animal Response Team (CART)
- ⌘ Bergen County Sheriff's Office, Citizen Police Academy Certification, 2015

**HOBBIES/INTERESTS**

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Video games, movies, music, TV shows, writing and electronics.

## **REFERENCES**

Available Upon Request