Kyle Bell

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EDUCATION

Oregon State University *Corvallis, OR*
B.S. Computer Science GPA: 3.6/4.0   **Expected 2022**

Saint Mary's College of California *Moraga, CA*   **May 2015**
B.A. Philosophy GPA: 3.47/4.0

COURSEWORK

Databases, Data Structures, Web Development, Computer Architecture and Assembly Language

SKILLS

Programming Languages
Python, HTML/CSS/JavaScript, NodeJS, MySQL

Software
Windows XP/Vista/8/10, Microsoft Office, Linux (including CLI), ChromeOS, MacOS, VPNs, Github

Misc. I.T.
Software and hardware troubleshooting for personal computers and mobile devices, computer building

WORK EXPERIENCE

PlaceWorks   **January 2016 - August 2019**
Marketing Assistant/Administrative Assistant   *Berkeley, CA*
- Promoted to marketing assistant from administrative assistant for my enthusiasm to take on new challenges any my strong work ethic
- Coordinated over 200 marketing proposal documents in addition to editing, writing, and ensuring quality of proposal documents from other departs
- Co-led interdepartmental meetings and collaborated with outside teaming partners
- Interpreted over 400 of client's documents to understand all requirements and expectations
- Assisted clients over the phone and at the front desk

Bay Farm School   **February - September 2016**
Substitute Teacher   *Alameda, CA*
- Provided over 200 hours of instruction to students in the 1st through 8th grade to fill in as their main instructor
- Required quick thinking and flexibility to take on vastly different daily assignments such as teaching a multi-subject 8th grade classroom to 2nd grade P.E
- Adapted lesson plans and teaching methods according to each group's needs to keep students engaged

Freshi Media   **Summer 2016**
Summer Instructor   *SF Bay Area, CA*
- Taught week long classes for elementary through middle school students how to use Freshi Media's own software tools that allowed children to easily create games, comics, videos and animations
- Engaged students for the duration of the 3 hour daily classes by switching up my teaching methods
- Mastered new software each week, in order to teach next week's class, in a few days