Tanner J. Crane

2217 Oakes Ave

Everett, WA 98201

(425)-445-7858 tcrane94@gmail.com

**OBJECTIVE:** To secure a position in which I can utilize my software engineering, data science and mathematics skills.

**EXPERIENCE:**

**Tutor** | Tutoring in STEM @ Everett Community College | **November 2019 to present**

* Assisting students from a wide array of cultural and academic backgrounds in Mathematics, Computer Science, Chemistry, and Physics.

**Office Assistant** | Diversity & Equity Center @ Everett Community College | **August 2018 to November 2019**

* Responsible for greeting guests at the front desk, clerical duties, cleaning & sanitation. I worked with a team of diverse specialists for social justice activism and community outreach.

**Accounts Receivable Clerk** | Eylander Electric | **October 2016 - July 2017** | **November 20th, 2015 to April 2016.**

* Posts customer payments by recording cash, checks, and credit card transactions
* Posts revenues by verifying and entering transactions form lock box and local deposits
* Updates receivables by totaling unpaid invoices
* Maintains records by microfilming invoices, debits, and credits.
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers
* Resolves invalid or unauthorized deductions by following pending deductions procedures
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report
* Protects organization's value by keeping information confidential
* Accomplishes accounting and organization mission by completing related results as needed

**SKILLS & QUALIFICATIONS:**

|  |  |
| --- | --- |
| * Typing skills 110 WPM * Microsoft Office Proficient * Problem Solving and Analytical Thinking * C++ and C Programming * Java Programming * Git/Github Version Control * Python Programming | * Great Communication Skills * Ethical Frameworks * SQL Database |

**EDUCATION:**

Everett Community College | April 3, 2017 to Summer 2020 | AAS - Computer Science & Mathematics | 3.4 GPA |

Washington State University | August 24, 2020 – Present | B.S. Software Engineering | Mathematics minor

**REFERENCES:**

Angela Camilon | Former Supervisor | (425) 299-0773

Michael Nevins | Math Instructor | (425) 388-9363

Eric Nitardy | Tutoring Supervisor | enitardy@everettcc.edu

Kristine Washburn | Academic Adviser | (206) 523-6254