

Deanna Mandarinino

Freehold, NJ | mandarinodeanna@gmail.com | 347-979-5568

EDUCATION

Bachelor of Science (BS) in Computational Mathematics: Computer Science

06/2022 – 08/2023

Liberty University Online Program, Lynchburg, VA

GPA: 3.93 | Magna Cum Laude

Bachelor of Science (BS) in Computer Science/Mathematics

08/2019 – 05/2021

The City University of New York, College of Staten Island, Staten Island, NY

GPA: 3.8 | Dean's List all semesters

The Verrazano School: a four-year selective undergraduate honors program, 08/2019 - 05/2021

ASAP Program: a four-year accelerated study in Associate Programs, 08/2019 - 05/2021

WORK EXPERIENCE

SECRETARY

Lawrence Mandarinino Architect LLC | Freehold, NJ | 1/2022 – Present

- Handle outgoing and incoming correspondence
- Prepare office contracts and invoicing
- Plan and schedule meetings/appointments
- Prepare and submit paperwork/applications for filing for the Department of Buildings

PROJECT TEAM MEMBER

Island Computer Products (ICP) | Staten Island, NY | 09/2021 – 11/2021

- Ensured DOE computers had proper blocks placed on specific websites
- Updated software and confirmed that there were no issues with the DOE computers
- Operated lasers to engrave the DOE logo onto computer covers
- Packaged and ensured the computers were ready to be sent out
- Switched out iPhone sim cards and updated software on iPads

AFTERCARE STAFF MEMBER

St. Clare's Preschool Aftercare | Staten Island, NY | 11/2019 – 3/2020

- Assisted the supervisor with maintaining an organized and fun after-school program
- Implemented activities to keep the children entertained
- Provided instruction and assisted the children with their after-school activities
- Created solutions when there was a problem between the children

SKILLS

CODING/COMPUTER SKILLS:

- C++ Language
- HTML/CSS
- Microsoft Office
- Google Workspace

INTERPERSONAL SKILLS:

- Attention to detail
- Communication
- Problem-solving
- Time management

RELEVANT COURSES

Analytic Geometry and Calculus I, Calculus II, Calculus III, Linear Algebra, Intro to Statistical Analysis, Applied Differential Equations, Abstract Algebraic Structures, Probability I

Intro to Computer Science, Intermediate Programming, Data Structures, Intro to Information Systems and Information Technology, Advanced Programming, Algorithms and Data Structures, Studies Information Security

