

# James F. Brown

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## Work Experience

*Assistant Clerk, Cheshire-Southington Probate Court  
2015-Present*

- Member of a four clerk team managing cases for a district of 72,000 residents.
- Archive Management
- Form In-processing
- Confidential Document Disposal

*Bus Boy, Sergio's Pizza and Restaurant  
2013-2014*

- Host
- Table Cleaner
- Coordinated Table Assignments with Waitstaff

## Education

*Southern Connecticut State University Honors College*

- B.S. Computer Science, Expected May 2018
- GPA - 3.75

### *Technical Coursework*

- Java Programming
- Data Structures: Trees, Linked Lists, Arrays
- Computer Systems
- Software Design & Development
- Discrete Mathematics

### *Honors Coursework*

- Heavy focus on written, and oral, communication.
- Strong focus on clear, concise, written arguments.

## Honors/Awards

- Dean's List: Fall 2014, Spring 2015, Spring 2016
- Zeta Delta Epsilon Honorary Service Society Member, Fall 2016 - Present
- Finished Top Third in 2015 USAF Marathon Time: 4H 36M

## Skills

- Experience in Java Implementation
- Proficient in Word, Excel, Power Point
- Data Entry: Processed over 16,000 items into public record.
- Effective Communicator under Pressure
- Experienced Handler of Confidential Records