

# KEVIN HARO

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## SKILLS

- Excellent communication skills
- Well Organized
- Java, C, Unix/ Linux, HTML5, CSS, Javascript, PHP
- Dedicated Team Player
- Word, Excel, and PowerPoint
- Deadline-Driven
- Skilled at Multi-Tasking
- Customer-Oriented
- Friendly and Helpful
- Exceptional Mathematical Skills
- Fast and Efficient

## EDUCATION

**Georgia State University:** Graduate Class of 2018  
Major: Computer Science '14-'18

## Work Experience

### January 2015- August 2016:

Student Assistant for Georgia State University Business Services.

- Answering inquiries from vendors/ P-Card holders.
- Greeted, assisted, and directed guests, workers, visitors and the general public.
- Maintained filing system by filling all W9 Forms/ State Contracts/ Licenses.

### Summer 2016:

AppleCare at Home Advisor.

- Trained in helping Apple customers calling for help with technical, non-technical issues, and general inquiries about Apple iOS devices.
- Provided educational knowledge to Apple customers of their purchased product, in order to increase their technological adeptness.
- Proficient in providing exceptional customer care, by adjusting to consumer need.

### August 2016- Present:

Residential Assistant for Georgia State University Housing Department.

- Facilitate social, academic, and personal adjustment of students to University life.
- Positive role model to students and staff members.
- Enforce the rules and policies of Residential Life.
- Informational bulletin boards, (monthly).
- Front desk management, answering questions, guest check-in/ check-out (4 hours weekly).
- Health and Safety inspections, roommate conflict facilitator.
- Develop a residential community that enhances the total collegiate experience.

## **ACCOMPLISHMENTS**

- Georgia State University Honors College
- Circle K Vice President 2016- Present
- Trio Member 2014- Present
- 4.03 GPA
- President's Education Award -2013
- President's List- 14, 15, 16 GSU
- Panther Leap (Leadership Development) 2014- 2015

## **Volunteer Experience**

- TRIO Student Services 2014- Present
  - Mentor at TRIO programs. Help incoming freshmen get involved on campus. Act as guides to university events and groups.
  - Assist in every day activity such as organizing events.
- Circle K Vice President 2014- Present
  - The premier collegiate and university community service, leadership development, and friendship organization in the world.
- Gateway Center 2014
  - Volunteer work involving organizing donation drive.
- Henry County Recycling Center 2013
  - Organized recyclable donations.